

HR REVIEW COMMITTEE

Top 3 Priorities:

1. Develop coherent HR policy

Examples:

- Code of conduct
- Conflict resolution
- Discipline
- Workplace diversity.
- Ensuring Labour Standard Acts and Quebec Labour Code are followed

2. Develop recruitment and hiring policy

Examples:

- Standard job descriptions
- Standard interview questions
- Ensuring non-discriminatory practices and appeal procedures
- Standardize pay

3. Organizational and Departmental Package

Examples:

- VP Social in charge of:
 - Frosh team: Executive Director, Director of Operations, Director of Logistics, etc.
 - BDA managers
- VP Communication in charge of:
 - Handbook coordinators
 - Webmaster
 - Media team: coordinator, photographer, graphic designer, translator, etc.

Action Plan:

- Interviewing Executives to get description of positions in their portfolio.
- Outlining potential hierarchy/organizational flow chart. (Visual)
- Ensuring positions fit into administrative and legal-corporate system.

- Creating job-posting template.
- Requesting overall labour budget.