



Employees' Committee – Terms of Reference

Approved: June 6, 2018

Revised:

Monitoring: Bi-Annually

Purpose: To provide a forum for discussing employee concerns and issues and for sharing ideas. To review and recommend changes to the Employees' Handbook.

Type: Standing Advisory Committee

Term: Terms are for 2 years and coincide with the WDM's fiscal year (April 1 to March 31). Committee members can serve multiple terms.

Duties and Responsibilities:

The Employees' Committee is responsible for:

- Ensuring the WDM's human resource policies and Employees' Handbook are clearly written and easy to understand.
- Assisting in improving internal communication between all WDM locations.
- Review and approve award nominations for individuals, projects, events, and WDM locations.

Individual committee members are responsible for:

- Sharing policy changes and soliciting feedback from staff at their location.
- Bringing forward employee concerns and issues to the Committee.

Authority: The Employees' Committee serves in an advisory capacity and as such has no authority to establish or change WDM policies. Final approval of all WDM policies rests with the Board of Directors.

Decision Making: Decisions will be made by consensus. If consensus cannot be reached, decisions will be made by majority vote. The Chief Executive Officer will vote only when a tie needs to be broken.

Membership:

The Employee's Committee shall include the following:

- one representative from each WDM location (5 in total),
- one branch manager,
- the Director of Administration, and
- the Chief Executive Officer

Representatives from each location are appointed to the committee in one of three ways:

1. By being the sole person at their location to volunteer to serve on the committee.
2. By being elected to the position by their peers, if more than one person from their location volunteers to serve on the committee.
3. By being appointed to the committee by the Branch Manager or in the case of the Curatorial Centre, by the Chief Executive Officer.

Branch Managers will determine amongst themselves who will serve as their representative on the committee.

A call for Committee appointments will be made one month prior to the end of the fiscal year in which a member's term expires. Vacancies occurring at other times will be filled as soon as possible for the remainder of the term as per the above guidelines.

Officers:

The Officers of the Employees' Committee shall be the Chair and the Recording Secretary.

The Chair and Recording Secretary are chosen by committee members at the first meeting held at the beginning of the fiscal year.

The Chair and Recording Secretary serve one-year terms.

The position of Chair will not normally be held by the Chief Executive Officer or Director of Administration.

Meetings: Meetings will be held at the call of the Chair and/or Chief Executive Officer. Meetings will be held in the most cost-effective manner possible to achieve the required results.

The Committee, by consensus or vote, may request the temporary absence of another Committee member should it be deemed necessary.

The Committee will meet a minimum of once per fiscal year.

Quorum: A minimum of 4 members is required for quorum.

Reporting: Minutes from every meeting will be placed on file at the Curatorial Centre by the Recording Secretary. Copies of all minutes will be made available to all WDM employees.