



POLICY 8.08

TERMS OF REFERENCE

Executive Compensation Review Committee

POLICY INTENT

This policy defines the roles and objectives of the Executive Compensation Review Committee.

POLICY RESPONSIBILITY

Council

POLICY

Role

8.08.01 This committee is a recurring, temporary committee formed by council to ensure that AUSU executive officer compensation is reviewed in a fair, comprehensive, and consistent manner.

Authority

8.08.02 The committee has the authority to provide information and make recommendations to council, and to others at council's direction.

8.08.03 The committee has the authority to make inquiries and collect data related to comparable compensation processes and packages on behalf of AUSU in order to fulfill its mandate.

Objectives

8.08.04 To recommend a fair compensation and benefits package for executive officers to AUSU.

8.08.05 To ensure a regular, consistent, and transparent process of review of executive officer compensation and benefits.

Scope

8.08.06 The committee will complete an executive compensation review process within AUSU bylaw and policy requirements.

- 8.08.07 The process will include the following:
- a) Review and consideration of the Executive Compensation Review Committee Report, including the AUSU Compensation Philosophy, adopted by council on March 10, 2016;
 - b) Review and consideration of information from at least 6 comparable organizations for analysis;
 - c) Consultation with the current executive officers; and
 - d) Recommendation to council on executive compensation and benefits for the next council term.
- 8.08.08 Council may task the committee with additional work that is related to the committee objective if needed. Committee timelines and compensation may be adjusted to accommodate these additional tasks.

Membership

- 8.08.09 The membership of the committee will include:
- three non-executive councillors as voting members;
 - one of the three councillors must be a member of the finance committee; and
 - the executive director as a non-voting ex-officio member.
- 8.08.10 The chair of the committee shall be selected by a vote of the committee members.

Timeline

- 8.08.11 The seats of this committee shall be filled by a vote of council before August 31 during the second year of the council term.
- 8.08.12 The work of the committee will take place between September 1st and December 31st during the second year of the council term.
- 8.08.13 The committee's final report and recommendation shall be presented to council at the January council meeting in the second year of the council term.
- 8.08.14 If the recommendations are adopted by council, they shall take effect in the next council term.

Reporting

- 8.08.15 The committee shall report to council as a whole.
- 8.08.16 The Chair of the committee shall provide a written report of the committee at the end of each month to keep council apprised of its work.
- 8.08.17 Monthly reports to council will include the following:
- a) meeting dates
 - b) list of meeting attendees
 - c) summary of all action items including progress status, deadline dates, and task owners

- 8.08.18 The committee's final report to council will include the following:
- a) minutes for all meetings held since the last report (including a list of attendees, topics discussed, decisions made, action items and their status, and future agenda items);
 - b) a summary of any research conducted;
 - c) a report of any projects completed or in progress;
 - d) recommendations for any policy, process, or procedure changes; and
 - e) the rationale for any recommendations

Privacy Requirements

- 8.08.19 The committee and council will give due consideration to protecting any private or confidential information collected, reviewed, or authored by the committee.

Resources

- 8.08.20 Committee members who are not staff or executive shall receive the standard honorarium for committee work under current AUSU Policy 2.14 Council Governance – Councillor Responsibilities and Honoraria.
- 8.08.21 The honorarium shall be provided only during the temporary term of the committee, which shall be no longer than 4 months.
- 8.08.22 The committee shall have the assistance of the AUSU staff as the committee secretary and shall have reasonable access to AUSU communication tools such as the teleconferencing system and email system.
- 8.08.23 There is no specific budget allocated to this committee.

Communication Plan

- 8.08.24 Changes to executive compensation will be reported to AUSU members according to Policy 2.15 Council Governance – Executive Responsibilities and Compensation.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

AUSU Policy 2.14 Council Governance – Councillor Responsibilities and Honoraria.
AUSU Policy 2.15 Council Governance – Executive Responsibilities and Compensation

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

Original Approval Date: September 13, 2016

Last Review Date: June 16th, 2018 (informal)

Review by Date: June 2020