

Presidential Issues Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors solely comprised of elected Regional Directors.
- 2.0 The Committee oversees the terms and conditions of the Presidential Compensation Agreement.
- 3.0 The Committee is a conduit between the Board and the President.
- 4.0 The Committee will communicate to the membership as needed.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing in camera reports to the Board as needed.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 Vice President
 - 1.2 Secretary Treasurer
 - 1.3 One Director elected by the Board.
 - 1.4 Director of HR and Operations (non-voting)

Membership Term

- 1.0 The Committee term is one (1) year ending at the conclusion of Convention.

Chair

- 1.0 The Chair is the Vice President.

Chair's Responsibilities

The Chair shall:

- 1.0 Set the agenda, distribute and review minutes, set meeting dates, and adhere to HSA policies.
- 2.0 Facilitate communication between the Committee, the President and the Board.

- 3.0 Conduct and facilitate committee meetings.
- 4.0 Submit budget requests for the costs associated with the office of the President in accordance with the timelines provided by the Finance Committee.
- 5.0 Monitor and manage the committee meeting budget.
- 6.0 Liaise with external legal counsel as required.
- 7.0 Ensure confidential Minutes are kept of the Committee's decisions according to HSA's records management policies.
- 8.0 Ensure Human Resources is advised in writing of the presidential contractual provisions.
- 9.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The Executive Assistant provides administrative support to the Chair and the work of the Committee.

Distribution of Minutes

- 1.0 Committee minutes are distributed to Committee members.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair.

Goals

The Committee shall:

- 1.0 Discuss and resolve issues raised by the President related to compensation for the Office of the President.
- 2.0 Discuss and resolve issues raised by the Regional Directors related to compensation for the Office of the President.
- 3.0 Maintain confidential records of the committee's decisions as part of HSA's governance records.

Objectives

The objectives of the Committee are to:

- 1.0 Maintain open communication between the Board and the President with respect to compensation for the President.

Approved by BOD: December 2, 2015

Val Avery