Procedure

PROCEDURE TITLE: Governance and Human Resource Committee Work Plan 2026-2027
RESPONSIBILITY: Governance and Human Resources Committee
APPROVED BY: Board of Governors
APPROVAL DATE: June 19, 2026
LAST REVIEWED: June 19, 2026

Items related to the board secretary role:

The G&HR Committee, when operational and in consultation with legal counsel as appropriate, to review and recommend any required amendments to board bylaws, terms of reference, policies, position descriptions, delegations of authority, records-management protocols, and confidentiality procedures necessary to implement this separation;

The G&HR Committee shall bring forward an implementation plan to the board no later than September 30, 2026, including recommendations on reporting lines, scope of authority, access to legal counsel, records custody, budgetary requirements, and transition arrangements;

Until the new structure is fully implemented, the board chair is authorized to establish interim protocols to ensure that confidential board matters are managed independently of the president's office, including matters relating to the president's performance, contract, compensation, legal issues, investigations, or board document management and self-governance;

Quarterly Activities

	Topic	Key Agenda Items/Activities	June 2026	Sept 2026	Nov 2026	Feb 2027	As Req
1.1	Committee Reporting	After each committee meeting - report committee information and make recommendations as appropriate to the board.	√	√	√	√	
2.1	Conflict of Interest	Review and report to the board on conflict of interest matters involving the president and senior executives.	√	√	√	√	

Annual Activities

	Topic	Key Agenda Items/Activities	June 2026	Sept 2026	Nov 2026	Feb 2027	As Req
2.1	Committee Work Planning	Review and recommend for board approval a work plan that ensures the committee's duties and responsibilities are scheduled.	√				
2.2	Workforce Planning	Receive for information anticipated recruitment and/or changes in the staffing levels for the university (with budget approval).		√			
2.3	Succession Planning	Review the university's succession plans for senior administrators.		√			
2.4	Presidential Oversight	Review the President's annual objectives and recommend for board approval.		√			
2.5	Presidential Oversight	Working closely with the chair of the board, facilitate the board's annual review of the performance and compensation of the president.		√			
2.6	Board Renewal	Review board members whose terms will expire that year.		√			
2.7	Annual Report	Review and recommend to the board for approval the Annual Report.		√			
2.8	Student Experience	Working closely with the president and management, oversee the completion of a student survey		√	√		
2.9	Strategic Plan	Review and report to the board the university's progress towards accomplishing the strategic plan through an approved performance measurement framework.			√		
2.10	Board Evaluation	Coordinate the formal annual evaluation of the board, board chair, board members and committees. Report as required to the board.			√		

As required

	Topic	**Key Agenda Items/Activities**	**As Req**
3.1	Compensation	Assess the framework governing staff benefit plans.	√
3.2	Compensation	Recommend the compensation for out-of-scope employees for board approval.	√
3.3	Governor Onboarding	Ensure the appropriate orientation, training, and education are made available to board members.	√
3.4	External Relations	With the Chair of the board and the president of FNUniv, review and respond to any relevant legislation, report, position paper, or other	√

		developments on the subject of corporate governance generally and the duties and responsibilities of board members in particular.	
3.5	HR Oversight	Monitor, evaluate, and make recommendations to the board on policies and strategic matters related to the university's human resources and personnel issues (including recruitment, retention, conditions of employment, professional development, diversity, harassment, discrimination, conflict resolution and on matters of compensation for out-of-scope employees that include salaries, overtime, leaves, vacations, paid holidays, moving expenses, and working conditions).	√
3.6	Labour Relations	Review and recommend collective agreements for board approval (includes reviewing and recommending the general economic parameters that will inform collective bargaining and reporting to the board progress against these parameters during bargaining).	√
3.7	Nominations	Provide a list of qualified candidates to the board to recommend to the selection committee appointed by the FSIN Education and Training Commission.	√
3.8	Nominations	Manage the process for the appointment of the chair and vice-chair of the board.	√
3.9	Nominations	Review and recommend to the board candidates for committee membership and committee chairs.	√
3.10	Nominations	Review and make recommendations to the board on the size, composition, and structure of the board committees.	√
3.11	Partnerships and MOUs	Review and recommend to the board management's recommendations to enter into federation or partnership agreements, memoranda of understanding, or protocols with other educational entities.	√
3.12	Policy	Oversee development and implementation of policies and processes that ensure the university's compliance with occupation and environmental health and safety legislation, relevant regulations, standards and codes of practice.	√
3.13	Policy	Review First Nations University of Canada policies and procedures. Recommend any amendments for board approval.	√
3.14	Policy	Review the Board Terms of Reference and recommend any amendments to the board. Ensure all committees of the board review their terms of reference and recommend any amendments to the board.	√
3.15	Presidential Oversight	Oversee the selection of the president according to *An Act Respecting the First Nations University of Canada*.	√
3.16	Presidential Oversight	Working closely with the chair of the board, negotiate and recommend a contract to engage the president for board approval.	√
3.17	Presidential Oversight	Review and recommend the frameworks and policies that will be used for the president's annual review of performance and compensation for board approval.	√
3.18	Regulatory Compliance	Oversee the University's compliance with all related statutes, regulations, guidelines and agreements governing human resources, environmental protection, and the health and safety of the University community.	√

3.19	Reporting	Review and recommend for board approval major public disclosures on corporate governance and board member profiles, qualifications, attendance, and code of conduct compliance.	√
3.20	Strategic Plan	Oversee, participate in development of, and recommend the university’s strategic plan for board approval *(normally every five years).*	√