



## **EECC Recruiting & Attracting**

### **Subcommittee**

### **Terms of Reference**

#### Purpose

The EECC Recruiting & Attracting Subcommittee is a subcommittee of the Employment Equity Coordinating Committee (EECC). The purpose of the subcommittee is to enhance the University's recruiting and attracting of members of designated groups.

#### Authority

The role of the subcommittee is to advise and provide recommendations to the EECC on equity-related matters pertaining to the recruiting and attracting of faculty/librarians and staff.

#### Specific Areas of Responsibility

The subcommittee will:

- Review recruiting practices for staff and faculty/librarians
- Explore possibilities for attracting specific equity groups
- Identify and explore sourcing and outreach strategies to specific equity groups
- Provide recommendations for the EECC

#### Composition and Term

The subcommittee membership should include diverse representation, and will consist of:

- The Manager, Employment Equity
- Up to 4 members of the EECC
- Up to 5 members from the University community
- Include representation from Human Resources and/or the Office of the Provost (if possible)
- Include representation from an Equity Assessor (or has Equity Assessor experience)
- Student Representation (if applicable)

The Subcommittee will review the composition at the first meeting in the Fall. Subcommittee members will be invited to serve for two (2) years, with the possibility to renew. The term for student representatives is for one (1) year, renewable in one-year increments. Terms will normally be staggered.

### Meetings

The subcommittee shall meet a minimum of three (3) times per year, each meeting to be held at least two (2) weeks in advance of the EECC meeting.

### Chair

The subcommittee will be chaired by a member of the EECC committee.

The vice-chair will be the Manager, Employment Equity.

### Reporting

The Subcommittee will report to the EECC through the Chair. The Chair will provide a verbal update of the Subcommittee's work at each EECC meeting and provide written reports on an as-needed basis.

### Quorum

A quorum consists of fifty percent (50%) of the membership.

### Minutes

The Office of Human Rights, Equity, and Accessibility (OHREA) shall be responsible for ensuring a Secretary is present at each meeting to take minutes if necessary.

### Agenda

Except in unusual circumstances, agenda items and supporting documentation should be forwarded to the Manager, Employment Equity. The Manager, working with the Chair, has the responsibility for preparing the agenda and circulating it with all supporting documentation no later than seven (7) calendar days prior to the meetings.

### Decision Making of the Subcommittee

Decisions and recommendations will be based on the consensus of the subcommittee. Meetings will be conducted in accordance with Robert's Rules of Order.

### Changes to the Membership and Terms of Reference Changes

to the membership must be approved by the EECC.

Changes to the mandate must be approved by the President's Committee on Diversity and Inclusion (PCDI).

### Approval/Review Date

The Terms of Reference were approved in February 2019. The Terms of Reference will be reviewed on an annual basis at the first meeting in Fall.

## Employment Equity Coordinating Committee Reporting Structure

