

<b>Category:</b> Human Resources	<b>Responsible Owner:</b> Human Resources	<b>Effective Date:</b> August 2019
<b>Policy/Form Number:</b> 5.7	<b>Approval Body:</b> Board of Governors	<b>Policy/Form Name:</b> Participation in Standing Committees and Sub-Committees

**A. POLICY:**

Participation in Standing Committees and Sub-Committees

**B. PURPOSE/COMMITMENT:**

As a non-profit Society, Columbia College relies heavily on Society members serving on a Standing Committee and/or a Sub-Committee (Committee(s)). These Committees have an important role in the effective operation of Columbia College, including maintaining the high quality of the academic programs and the workplace environment.

Columbia College is very grateful for its members' involvement and contribution to Committees. The College appreciates the positive impact of individuals participating in Committee work. The College recognizes the benefits of having a large number of willing, interested and committed staff participants and values the knowledge, and dedication members bring to each Committee.

The purpose of the policy is to define the time taken when a Society member participates in a Committee.

**C: SCOPE**

This policy applies to Columbia College Society members who participate in the following:

a) Standing Committees

The Standing Committees are the primary advisory bodies for the College. Elected members sit on the Standing Committees in addition to ex-officio members of the College, and in the case of the Board of Governors, external members. The four Standing Committees are:

- Board of Governors
- Academic Board,
- Financial Committee,
- Recruitment and Marketing Committee

b) Sub-Committees

Sub-Committees are created by the Standing Committees and are composed of volunteer members of Society. Some Sub-Committees also have representation from the student body.

Examples of Sub-Committees include:

- CAMS Can Do
- Environmental Awareness
- Occupational Health, Safety, Emergency
- Professional Development Day

**D: PROCEDURES:**

**1. When do Committees meet?**

With the exception of the Board of Governors, meetings are scheduled during normal business hours whenever possible. The time availability of all the members of the Committee is taken into consideration when scheduling meeting times.

**2. Participation in Committees**

When participation in Committees removes the member from the normal duties of their job position the employee should discuss the timing of their participation with their supervisor to ensure that the College's operational and departmental needs are maintained

Committee work may be done during the regular working day and hours recognized as working hours. The exception to this is the Board of Governors, which is purely a volunteer position.

**3. Guidelines on Participation:**

- As per the Columbia College Election Guidelines Society members may be a voting member of one Standing Committee only at any one time.
- Notwithstanding the above restriction, Society members may serve on more than one Committee in a given semester.
- Every effort should be made to schedule meetings so that all members can attend with minimal disruption to their normal duties. If an instructor teaches when a meeting is scheduled a substitute will be provided; this should only happen in extraordinary circumstances.

**4. Guidelines for Incorporating Participation in Committees into a Normal Working Day:**

Continued communication with one's supervisor and co-workers can help prevent work-stress problems. Communication can also promote equitable Committee participation among staff members within a department and maintain consistent work priorities.

A Society member's participation in more than one Committee at any one time should be reviewed with the member's supervisor in order to assess the impact on the participant's workload, coworker's workload, and the department's daily operations. The exception to this are Administrative positions where participation in multiple Committees is an expectation and part of a job description.

The following is provided as an aid in assessing what effects if any a Society member's participation in Committees will have on the department:

- In what Committee(s) is this member currently active?
- Is the Committee interfering in the member fulfilling the requirements of the job hired for? Will staff coverage for the department be affected?

- Can adjustments in work assignments or deadlines be made? Which work deadlines cannot be adjusted?
- Will Committee participation result in reassignment of work to others?

The supervisor may consult with the Human Resource Manager to discuss ways to mitigate any issues that arise. Mitigation may include reducing the number of Committees a member participates in at any one time or a reduction in committee participation.

**Legislative and Collective Agreement References**

**Links to Other Related Policies, Documents and Websites**

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS:**

**RELATED ACTS AND REGULATIONS:**


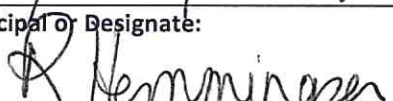
**RELATED POLICIES:**

- **APPROVALS:**

**IF APPLICABLE:**

Chair, Academic Board	Date:
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**APPROVAL FOR ALL POLICIES:**

Responsible Owner: 	Date: 2019-08-13
Principal or Designate: 	Date: 2019/08/27

Chair, Board of Governors:



Date:

2019/08/14

Proposed Review Date:

August 2024.

Dates(s) revised:

Replaces Policy/Form Number: