

Number: HR2

Section: Human Resources

Responsibility of: Executive Committee

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**Purpose:** To provide guidance to the Board in terms of staffing the Student Union.

**Scope:** This policy applies to the Board of Directors' of the Union and any committee under which the responsibility of hiring staff is prescribed. In the case that this policy comes into conflict with a By-Law, the By-Law will supersede any and all of this policy. The implementation of this policy, however, will only apply to clubs applying for funding of an exclusive nature.

**Policy:**

- a. All employment positions of AUSU must be approved by the Board; and
- b. Each employment position created by AUSU must have terms of reference and an explicit job description prepared by the Executive Committee or by an appointed Office of AUSU and shall be approved by the Board; and
- c. The Executive Committee shall determine AUSU's staff and personnel requirements and make recommendations to the Board to create such positions as deemed necessary.