ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Board Human Resources Advisory Group

- The AIBC operates under a Policy Governance model through which Board Advisory Groups are established to assist the AIBC in developing and implementing policies in fulfillment of legislative requirements, Board policy and organizational priorities.
- AIBC Committees, Board Advisory Groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.

Established:	May, 2015
Type:	Board: Standing (Policy 2.1)
Chair:	
Appointed by:	Board
Term:	1 year (to June 2027)
Members:	
Appointed by:	Board
Term:	1 year (to June 2027)
Advisory Group Selection Criteria:	Registrant or Lay Board Members (current); Board Member last holding Board Chair position, or Immediate Past Board Chair, as applicable. Current and past employees of the AIBC are not eligible to serve on the Human Resources Advisory Group.
Advisory Group Composition Requirements:	Board Chair (Chair), Vice Chair, Treasurer, Board Member last holding Board Chair position (Past Board Chair), or Immediate Past Board Chair, as applicable, Lay Board Member

Advisory Group Members		Composition (as applicable)	Appointment Date
1.	Sean Rodrigues Architect AIBC	Board Chair – **Advisory Group Chair**	June 2026
2.	Matthew Halverson Architect AIBC	Vice Chair	June 2026
3.	Manoochehr Azizi Architect AIBC	Treasurer	June 2026
4.	Marguerite Laquinte Francis Architect AIBC	Past Board Chair	June 2026
5.	John Crawford, FCPA, FCA, CA (Scotland)	Lay Board Member	July 2026
Staff		**Position**	
1.	Anita Handregan	CEO & Registrar	
2.	Yana MacQueen CPHR	Chief Administrative Officer	

1.0 Mandate:

- In compliance with good governance practices, to provide advice to the Board on matters relating to the CEO & Registrar's performance and compensation, salary benchmarking and other matters related to staff as a whole, and oversight of the policies related to staff.

2.0 Specific Assignments:

- Annual review of the CEO & Registrar's performance and compensation, as stated in Board Policy 3.5
- Monitor all Board-directed activities requested of the CEO & Registrar
- Monitor any CEO & Registrar to Board or any intra-Board issues
- Review triennial staff compensation benchmarking findings with the CEO & Registrar and make recommendations to the Board
- Review any other compensation/benefit issues with the CEO & Registrar as they relate to staff as a whole, and make recommendations to the Board
- Review HR policy listing with the CEO & Registrar to ensure that appropriate policies are in place or being implemented to attract, develop, and retain employees.

3.0 Deliverables:

- Annual CEO & Registrar Performance Review and Planning

4.0 Reporting:

- To the Board as needed

5.0 Liaison with Internal and External Groups/ Associations:	• Board • Registrants • Related organizations, including levels of government • Staff
6.0 Scheduled Meetings:	• When: As needed • Place: AIBC offices and/or, video/teleconferencing
7.0 Quorum:	• A quorum for any meeting of the Advisory Group will be the majority of the members of the Advisory Group present in person, and/or video/teleconferencing.
8.0 Amending the Terms of Reference	• The terms of reference may be revised by the Board upon the recommendation of the Advisory Group or CEO & Registrar or upon a change of members.