

**POLICY NUMBER:** 1.00.120**EFFECTIVE DATE:** 9/21/17**TITLE:** Administrative Committee Charter**SUPERSEDES:** 9/19/13**BOARD ADOPTION:** 9/21/17**APPROVED:** 

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## **INTRODUCTION**

The Board has established an Administrative Committee to assist the Board in overseeing the governance, operational, financial, legal, and human resource functions of the WSIB.

## **DUTIES AND RESPONSIBILITIES**

### **Governance**

The Administrative Committee will:

1. Recommend to the Board charters for committees of the Board, the Board Chair, the Vice Chair, the Executive Director, and the Board itself.
2. Recommend to the Board modifications to the Board Committee structure.
3. Recommend to the Board policies to ensure appropriate governance practices on the part of the Board, including a conflict of interest policy.
4. Coordinate the Board self-evaluation process.
5. Nominate candidates for the non-voting positions of the Board.

### **Operations, Finance and Legal**

The Administrative Committee will provide the Board with recommendations on the following matters:

1. Strategic/business plans
2. Operating budget
3. Settlements or other legal actions involving the WSIB
4. Suitability of office location

### **Human Resources**

The Administrative Committee will recommend to the Board a human resources policy for the WSIB. At a minimum this policy will address:

1. General principles that guide the management of the WSIB's human resource.
2. The compensation philosophy and guidelines of the WSIB, including compensation goals and objectives, relevant comparison groups, and target compensation levels.
3. The appointment recommendation and compensation of the Executive Director.
4. A process for evaluating the performance of the Executive Director and establishing his or her compensation.
5. A process for establishing the compensation of the Confidential Secretary.
6. The review and approval of the biennial investment officer salary survey and salary band recommendations for investment officers, which are presented to the Board for consideration and approval and to the Joint Legislative Audit and Review Committee for review and comment.

### **Appointment of Service Providers**

The Administrative Committee will recommend to the Board the appointment of any human resource consultants hired to address matters involving the Executive Director.

### **Monitoring and Reporting**

The Administrative Committee will assist the Board with its oversight responsibilities by:

1. Monitoring implementation of the strategic and/or business plans.
2. Monitoring compliance with the operating budget.
3. Monitoring compliance with, and the continued appropriateness of, the Board's governance and human resource policies.
4. Monitoring litigation matters involving the WSIB.

The Administrative Committee will perform any other duties that may be assigned to it by the Board. The Administrative Committee will report regularly to the Board on its activities.

### **POLICY REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.