1. The **Human Resources Manager** shall:
   a. Serve a term of office from the first of May to the thirtieth of April of the following year;
   b. Report to the Vice President, Finance and Governance of the Executive on all matters of human resources;
   c. Chair the Human Resource Committee, and ensure that human resource documents, including job descriptions are up-to-date and accurate;
   d. Facilitate the hiring, appointment, and recruitment processes for all employed positions of the MASU, including:
      i. Communicating with the Vice President, Communications and Marketing to organize recruitment for employed positions;
      ii. The composition of the Hiring Panel;
      iii. Collecting and circulating application materials to appropriate recipients;
      iv. Scheduling interviews; and,
   e. Chair the Human Resource Committee, and ensure that human resource documents, including job descriptions are up-to-date and accurate;
   f. Abide by Operating Procedure 04 – Human Resources to ensure that hiring practices are consistent, fair, and equitable;
   g. Work in conjunction with the Vice President, Finance and Governance and the MASU Ombudsperson to ensure that human resource-related complaints are handled in accordance to Operating Procedure 04 – Human Resources;
   h. Organize and oversee the annual MASU Jobs Fair in conjunction with the Human Resources Committee and the Vice President, Finance and Governance;
   i. Organize the MASU Training Day for all current and incoming staff during the Winter Semester;
   j. Collect and submit to council all transition reports, filing them with the MASU General Manager afterwards;
   k. Process all honorarium requests to the Vice President, Finance and Operations;
   l. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
   m. There is an honorarium with this position; and,
   n. A final report is required to be submitted to the Human Resources Manager.