



1. The **Appointment Chair** shall:
 - a. Serve a term of office from the first of May to the thirtieth day of the following April;
 - b. Report to the Vice-President, Finance and Operations as a neutral member of the Executive on all matters of human resources;
 - c. Carry out the hiring, appointment and recruitment processes for all employed positions of the MASU, including:
 - i. Chairing hiring panels;
 - ii. Collecting and circulating application materials to appropriate recipients;
 - iii. Scheduling and conducting interviews; and
 - iv. Communicating with Vice-President, Communications to organize recruitment for employed positions;
 - d. Chair the Human Resources Committee, and ensure that human resource documents, including job descriptions and policy, are up-to-date and accurate;
 - e. Abide by Operating Procedure X to ensure that hiring practices are consistent, fair and equitable; and
 - f. Work in conjunction with the Vice-President, Finance and Operations and the MASU Ombudsperson to ensure that human resource-related complaints are handled in accordance to Operating Procedure X.