



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

PERSONNEL POLICIES COMMITTEE (PPC)

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by Tamarra Williams, PPC Chair, February 2026

Next Review: September 2026

PURPOSE

The Personnel Policies Committee (PPC) is a standing committee that works with the PMA Executive to develop and negotiate new personnel policies and changes to existing policies. Committee members will work with the Chair and Vice-Chair of the PPC and members of Western's Human Resources team to establish these policies.

GOVERNANCE

The Personnel Policies Committee reports to the Professional Managerial Association (PMA) Board of Directors.

MEETINGS

The Personnel Policies Committee will meet up to 10 times per year over the academic year from September to June, or when needed to review and update required documentation. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes (or follow-up notes) will be circulated one week following the meeting.

Committees shall meet at least once every six months. The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the By-laws or in the resolution creating the committee.

All members are required to attend all regular meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair at least 48 hours in advance.

MEMBERSHIP

- Chair
- Vice Chair
- Members at large (must be dues paying PMA members)



TERMS OF APPOINTMENT

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially

Extensions beyond the 2-year term may be considered and approved by the Board of Directors where appropriate to support continuity and the effective functioning of the committee.

The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair. A member of a Standing Committee may be designated as the Vice-Chair of the Committee by the Chair of said Committee, subject to approval by the Board of Directors.

RESPONSIBILITIES

The Personnel Policies Committee (PPC) will review all matters involving personnel policies that affect the PMA membership and make recommendations to the PMA Board of Directors, when needed, regarding the development of new personnel policies or changes to existing policies. Policies under regular review include the [University Secretariat – Personnel – PMA-Eligible Staff Policies](#), the PMA Memorandum of Agreements (past), PMA By-laws, etc.

SUBCOMMITTEES OF THE PERSONNEL POLICIES COMMITTEE (PPC)

None