

Kings Theatre Human Resources Committee

May/June

The Human Resources Committee met with the General Manager to review HR Policies (Appendix 7 of the Governance Manual). Several recommendations were suggested in the areas of Hiring Procedures, Staff Performance Review and Discipline. These recommendations were formalized, vetted by the Committee and General Manager and ultimately approved by the Board (June 18)

July/August/September

Following the mandate of the HR Committee (Governance Manual, item 7.1.5), the HR Committee worked with Staff and the General Manager to update the Job Descriptions for: Bookkeeper, Box Office Manager, House Manager, Projectionist, Sound and Lighting Technician and Summer Students. This was accomplished by interviewing the staff indicated, writing rough drafts for staff approval and submitting to the General Manager for review and revision. The Board approved the new Job Descriptions (September 24).

September – December

Working with the Chair of the Board and the General Manager, the HR Committee prepared a formal proposal, including resources and time lines, to develop a Respectful Workplace Policy, according to the guidelines provided by the Canadian and Nova Scotia Human Rights Commissions.

January - April

The rough draft of this policy was written in January and was vetted by the Chair of the Board and the General Manager. The HR Committee, the Chair of the Board and the General Manager, supported by an External Human Rights Trainer, will prepare a formal draft. The draft produced will be presented to the Board for recommendations and approval. The policy will be used to provide in-service to all staff, with the External Human Rights Trainer facilitating.

- Keith Crysler, HR Chair