Executive Committee Goal Proposal

Introduction

In order to best serve the constituents of the Alma Mater Society of UBC as members of its Executive Committee, it is pertinent to take time in setting goals and objectives within your respective portfolios. The Oversight Committee was formed to assist in the creation, review, and achievement of said goals, and has put together the following proposal template to help guide you in your goal setting. Throughout the year, members of the Oversight Committee will be in contact to monitor and support you in working towards your goals, however it is encouraged that you reach out to them if you seek support or assistance in between these meetings. Lastly, Oversight Committee is responsible for evaluating your success in achieving your goals over the course of your term and awarding up to 70% of the Performance Accountability Incentive according to said evaluation, as per Code Section VI, Article 1(8)(d).

S.M.A.R.T. Goal-Setting

The Oversight Committee will be reviewing and evaluating goal proposals using the S.M.A.R.T. goal-setting model\(^1\). Please consider the follow when thinking about your objectives for the term:

SMART

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• The goal is clear and unambiguous without vagaries and platitudes.

• To make goals specific, they must detail exactly what is expected, why it is important, who’s involved, where is it going to happen, and which attributes are important.


**Measurable**

• The second term stresses the need for concrete criteria for measuring progress toward the attainment of the goal.
• Clearly defined sub-goals and metrics of success identify a measurable goal.

**Attainable**

• The third term stresses the importance of goals that are realistic and attainable.
• Although an attainable goal may challenge a team in order to achieve it, the goal is not extreme.
• The goals are neither out of reach nor insignificant to the scope of work.

** Relevant**

• The fourth term stresses the importance of choosing goals that matter.
• Relevant goals drive the team and organization forward. A goal that supports or is in alignment with other goals would be considered a relevant goal.
• Goals should align with the societal values of the AMS.

**Time-bound**
• The fifth term stresses the importance of grounding goals within a time frame.

• A commitment to a deadline will help focus efforts towards completion of the goal in a timely manner.

• Time-bound goals can be identified as broken into sub-goals with set completion dates.

Goal Proposal

Please use the spaces below to outline 3-6 goals, with an appropriate number of sub-goals and metrics based on the above criteria:
GOAL 1:
Collaborate with Cultural Clubs, REC, Res-Life, the RHA, Constituencies and the Greek System (referred to as ‘major groups’ from this point forth) to ensure that these stakeholders have the opportunity to be actively involved in the opening of the AMS Student nest in second term. This collaboration will result in celebration of the cultural diversity on our campus while creating a platform for student engagement across a multitude of interests to allow for potential continuation of teamwork in the future. My role will be liaising with aforementioned major groups and facilitating discussion on shared initiatives,

SUB-GOALS:

1. Create a committee of various cultural bodies on campus (Cultural Groups, Athletics, Res-Life, Greek System, Constituencies etc.)  
   Deadline: September 2014

2. Ensure inclusion of both social and intellectual programming, providing students with knowledge and information they may not have previously had about cultures prior to participation in the event as well as facilitating discussions about campus culture throughout featured events overall.  
   Deadline: October 2014

3. Create a schedule of featured events for students at large to participate in during their second term of Winter Session 2014 based on major events put on by ‘major groups’. 
   Deadline: December 2014

4. Stay in communication with participating groups to facilitate ongoing collaboration and execution of featured events in second term based on schedule created in 2014.  
   Deadline: April 2015

METRICS OF SUCCESS:

• A minimum of 5 major groups on campus were presented with an opportunity to participate and contribute to the events and committee.

• Terms of reference were created for Campus Culture Network, presented to SLCC.

• A minimum of two major non-constituency groups not previously involved in directly hosting events with the AMS were actively involved and engaged in the fair.
GOAL 2:

Re-Structure SAC in order to reflect the current needs of the student Society, Re-visit traditional SAC events and establish potential for new traditions. My role is to oversee the implementation of Sub-Committees of SAC, Facilitate the revival of the Deans Debate, work with the SAC team to execute SAC wine and Cheese and keep track of bookings issues with the help of the bookings department.

SUB-GOALS:

1. Create a structure for establishing sub-committees within SAC policy handbook to meet current gaps (Example gaps: First year rep committee, athletics committee, wellness committee)
   Deadline: September 2014

2. Bring back SAC Wine and Cheese to allow networking and professional development for club executives.
   Deadline: September 2014

3. Collaborate with First Year Sub-Committees to host Dean’s Debate
   Deadline: November 2014

4. Catalogue and file bookings issues in the new SUB and compile a report for future VP Admin to review.
   Deadline: February 2015

METRICS OF SUCCESS:

- SAC Sub-committee creation template presented to and ratified by SAC.
- A minimum of 75% of positive reviews in survey responses of the SAC wine and cheese event.
- A report on bookings issues, recommendations, and failings is completed with consultations from clubs and SAC.
- A considerable amount of attendance at the Dean’s Debate, minimum 120 students.
GOAL 3:
Create an all-encompassing guidebook for student groups on campus, addressing student outreach, bookings, event planning, transition between execs and team bonding. My role is to oversee content creation and collaboration with groups, moving the project forward.

SUB-GOALS

1. Collaborate with the University and AMS Constituencies for Content.
   Deadline: August 2014 (already underway)

2. Engage clubs for feedback and input in order to have an open creation model allowing for encouragement of feedback and content revision with the input of stakeholders and those for whom the guidebook is being created.
   Deadline: September 2014 (will be done at SAC wine and Cheese)

3. Distribute rough copy to student groups in order to find and fill potential gaps
   Deadline: October 2014

4. Share online document with all student groups, to be updated with new and innovative ideas by future VP Admin’s
   Deadline: January 2015

METRICS OF SUCCESS:

- A minimum of 5 major constituencies, the Global Lounge and the office of Camus Animation were consulted for content creation
- A minimum of 15 clubs from all varieties of clubs under SAC and council were engaged for feedback on initial draft
- Presented at Club Executive Orientations and with branding of the new SUB.
- Completed guidebook presented to council by last council meeting in March.
GOAL 4:

Ensure that a smooth transition into the new SUB includes clear communications and support for all stakeholders.

SUB-GOALS:

1. Set timeline for strategic move plan with Beverly Neilson—Independent Move Coordinator selected by UBC Properties Trust.
   
   Deadline: August 2014

2. Communicate steps of plan with groups moving into new building via email newsletter.
   
   Deadline: September 2014

3. Create online system for questions and complaints regarding move within new SUB website.
   
   Deadline: September 2014

METRICS OF SUCCESS:

• Maximum 72 hour response time to move questions and complaints

• Production of newsletters sent out on a monthly basis starting August

• Strategic timeline created and presented to council and new SUB committee by first meetings in September.