

**THE ALMA MATER SOCIETY  
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER  
I-9 Executive Goal Setting and Reporting Policy**

**Effective Date:**

April 1, 2017

**Approval Date:**

March 29, 2017

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed annually.

**Responsible Bodies:**

Governance Committee; Executive Committee

**Authority:**

AMS Bylaw 5, Section 1(a)

*"[Council] may make such further rules and regulations as may be considered necessary for the Society, provided such rules and regulations are consistent with the Constitution, Bylaws, and Code of the Society."*

AMS Code of Procedure Section II, Article 11(1)

*"Council may create external and internal policies as well as combined policies."*

**Purpose and Goals:**

This policy is designed to:

- 1) Provide consistency in executive evaluations on a year-to-year basis
- 2) Develop a process that improves individual executive performance in a constructive way
- 3) Ensure executive evaluation is done in an open and transparent fashion with respect to the membership at-large

**Applicability:**

This policy is applicable to the evaluation of all elected executives, in addition to the Student Services Manager, annually unless otherwise directed by Council. This policy shall not be interpreted in a way that contravenes the AMS Constitution, Bylaws or Code.

**Exclusions:**

This policy does not apply to the 2016-17 Executive team in evaluating their own performance, but does apply to those executives in preparing the 2017-18 Executive team for this process.

### **Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Oversight Committee*: Former committee of *Council* which evaluated executive performance based upon meeting attendance as well as individual goals. It was dissolved in the summer of 2016 after a recommendation from MNP LLP during the AMS's Governance Review. More details in the 'Related Policies' section.
- Designated staff member: employee designated by the Executive Committee to assist with evaluations

### **Policy:**

#### Timeline

- Executives develop their goals, in consultation and with the support of the staff member designated by Council, between time of election and May
  - At the earliest possible time following the election, the incoming VP Finance, outgoing VP Finance and Human Resources Manager shall develop a proposed rubric for evaluation of executive goals (GORICOM to develop the initial rubric)
  - A meeting at a similar time shall take place between the incoming and outgoing executive to advise on setting goals
- These goals are discussed at the Executive Committee as needed to ensure compatibility amongst those of the Executive collectively
- The goals are brought to Council for approval (against criteria listed below) at a meeting of Council in May in a document and presentation listing each individual Executive's goals as well as the team's goals
  - The Communications Department shall assist in compiling the document in an aesthetically-pleasing format which is then submitted to Council and posted to the Society's website
  - The presentation shall include the campaign promises of the elected executives for reference
- In the second half of October, the designated staff member will sit down with each executive to review their goals and current progress; the Executive Committee will convene shortly thereafter to review the goals collectively
- Any major concerns and/or recommendations for changes to Executive duties are brought to Council during November, along with a presentation on individual and collective progress
  - Each executive should also prepare a written summary of their progress to date as a submission at the same time

- A final document and presentation on goals and recommendations for changes to duties to Council are given at the end of March or beginning of April
  - The Communications Department shall assist in compiling the document, to be similar to an annual report, in an aesthetically-pleasing format which is then submitted to Council, posted to the Society's website and made available at the Society's Annual General Meeting the following fall

### Goals

- Must advance the Society's Strategic Plan and governing documents (unless specific and realistic changes to the governing documents are outlined as a part of the goal approval process)
  - It must be outlined to Council how each Executive's goals fit into the Strategic Plan and governing documents
- Three to five targeted goals must be set, at least two of which must be able to be benchmarked against key performance indicators

### **Consultations:**

The following groups have been consulted during the development of this policy:

Governance Review Implementation Committee; Executive Committee; Governance Committee

### **History:**

This is the first draft of the first version of this policy.

### **Related Policies:**

From the now-defunct Section 5, Article 15 of the Code:

#### *3. The Oversight Committee shall*

*(a) constructively review key activities and personnel of the Society, such review to*

*include but not be limited to the following duties:*

*(i) establishing interview teams consisting of the Chair of the Committee and*

*one (1) other Committee member, each team to meet an assigned member*

*of the Executive as follows:*

*1) in June to create the goals of the member;*

*2) in July to review and approve the goals and to recommend them to Council;*

*3) in November and February to evaluate the progress on the goals and present updates to Council; and*

*4) in April to make a final report on achievement of goals and present to Council;*

*(ii) reviewing, in July, October, and February, the performance of the Ombudsperson and providing feedback on his or her performance;*

*(iii) responding to, investigating, and if it so deems necessary by Resolution reporting to Council on complaints regarding the Ombudsperson;*

*(iv) responding to, investigating, and if it so deems necessary by Resolution reporting to Council on performance concerns regarding members of the Executive; and*

*(v) reviewing the finances of the Society in the event Council deems it necessary, by Resolution, to inspect a specific component of the Society's financial activities;*

*(b) have the power to authorize the receipt of gifts by members of the Executive in accordance with Section II, Article 1(14);*

*(c) review the remuneration of the members of the Executive and recommend changes in that remuneration to Council; and*

*(d) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.*

**Appendix:**

Current Status

The AMS, in the summer of 2016, dissolved the Executive Oversight Committee upon the recommendation of MNP LLP, who conducted a Governance Review of the Society. This particular body had become highly politicized and ultimately ineffective at maintaining executive performance. MNP at the same time identified the need for an effective way in which to measure executive performance and maintain components of accountability to the membership at large

[Executive evaluation rubric will be automatically included upon completion.]