



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

**Effective Date:**

May 1, 2019

**Approval Date:**

February 27, 2019

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed every two years.

**Responsible Body:**

Governance 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.

**Exclusions:**

There are no exclusions for this policy.

**Definitions:**

*Designated Staff Members* shall mean permanent staff selected by the outgoing Executive Committee to assist incoming Executives with their goals

**Policy:**

- 1) Before the conclusion of the elections to choose their successors, the outgoing Executive Committee shall select Designated Staff Members to assist the incoming Executives in developing their goals.
- 2) In the case that a Designated Staff Member becomes unavailable to assist the incoming Executives, the current Executive Committee (either outgoing, or incoming, as per the usual timing at which Executives come into office) shall re-assign the role to another staff member.
- 3) Each member of the incoming Executive and the incoming Student Services Manager shall be assigned an individual staff member to assist them in developing their individual goals.
- 4) The Managing Director shall assist the incoming Executive Committee in developing its collective goals.
- 5) Each outgoing Executive and the outgoing Student Services Manager shall meet individually at least twice with their successors to assist them in developing their individual goals.
- 6) The outgoing Executive Committee shall meet at least once as a body with the incoming Executive Committee to assist in developing the new Executive's goals.
- 7) The proposed goals of the new Executives and the new Student Services Manager shall be discussed by the new Executive Committee to ensure compatibility between the goals.
- 8) The proposed goals shall be brought to Council for approval at a meeting in June. At the meeting, the Executive shall make an oral presentation on their goals and shall also submit a goals document.
- 9) If not approved, the Executives and Student Service Manager shall bring revised to the next regular meeting of Council. This process shall continue until the goals document is approved.
- 10) Once approved, the goals document shall be posted on the Society's website and kept up-to-date with any revisions.

- 11) The goals must uphold the Society's Mission Statement and must not contravene the Society's Code, Bylaws, or Policies.
- 12) In their portion of the goals document, each Executive shall refer to their election campaign promises and indicate how they relate to their goals. If they are not going to continue pursuing any of their campaign promises, they shall explain why.
- 13) The Executives and the Student Services Manager, as well as the Executive Committee as a whole, should each present large-scale goals and shall include Key Performance Indicators to benchmark the goals.
- 14) In the second half of October, the designated staff members shall sit down with each of the Executives and the Student Services Manager to review their goals and current progress, after which the Executive Committee shall meet to review the individual goals and the progress made on them and also the collective goals of the Executive Committee and the progress made on them.
- 15) In November the Executive shall make a written progress report and presentation to Council on individual and collective goals. Additionally, individual Executives, the Student Services Manager, or the Executive Committee collectively may bring recommendations for changes to the goals. If Council approves the changes, the goals document shall be updated.
- 16) At the last regularly scheduled Council meeting of their term, end of March or in April, after consultation with the designated staff members, the Executive and the Student Services Manager shall make an oral presentation to Council on the progress made on their goals over the year and shall also submit a final reflection document. This document shall be posted to the Society's website.
- 17) Notwithstanding section 15, recommendations for changes to goals may be brought at any time for approval by Council with consultation from the Executive(s) responsible for the goals being changed.
- 18) The Executive may also make recommendations for changes to codified Executive duties to the Governance Committee for consideration.

**Consultations:**

The following groups were consulted during the initial development of this policy:

Governance Review Implementation Committee; Executive Committee; Governance Committee

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

Governance Committee; Executive Committee; Archivist & Clerk of Council

**History:**

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

**Related Policies:**

There are no policies related to this policy.