

**Number and Title**

I-23 Policy on Committee Chair Transition Reports

**Effective Date****Approval Date****Policy Type**

Internal Policy

**Review Date**

This policy shall be reviewed every 2 years.

**Responsible Body**

Governance Committee

**Authority**

AMS Bylaw 5, Section 1(f)

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

**Purpose and Goals**

This policy addresses the need for AMS Council to ensure the continuity of its committee work upon reconstitution or upon the appointment of a new chair.

**Applicability**

This policy applies to chairs of AMS Standing and Ad Hoc committees.

**Exclusions**

N/A

**Definitions**

1. **Committee** means a Committee of Council.
2. **Committee Chair** means the roles referred to in the AMS Code of Procedure, Section V, Article 3.
3. **Committees of Council** means the Standing and Ad Hoc Committees stipulated in Section V, Article 1 of the *AMS Code of Procedure*.
4. **Council** means the Council of the Alma Mater Society.

5. **Incoming Chair** means a Council member who has been nominated or appointed to chair a Committee, in accordance with the provisions provided by the AMS Code of Procedure or other AMS policies.
6. **Outgoing Chair** means a current Committee Chair whose term is coming to an end or whose term has ended within the previous two months.

## **Policy**

1. The outgoing Committee Chair shall prepare a comprehensive transition report, which shall include but not be limited to:
  - a. A comprehensive description of the Committee and its business, including discussions of the Committee's work in the outgoing Chair's term and of the current items on the Committee's agenda, along with suggestions for the direction of the Committee in the coming term;
  - b. A review of relevant issues that came up in the media during the outgoing Chair's term, including enough information to make the incoming Chair familiar with the issues;
  - c. An overview of the internal policies and procedures for administration of the Committee, and other such internal procedures as would be necessary to conduct the business of the Committee;
  - d. A list of passwords and codes associated with that Committee, or information regarding the means of otherwise accessing such passwords and codes.
  - e. A review of the successes and failures of projects and initiatives of the Committee during the outgoing Chair's term, including suggestions for improvements; and
  - f. A timeline indicating when recurring events are to take place and by what dates recurring or common tasks need to be completed.
2. The transitional report shall be a new document focusing on the events, achievements, and challenges of the outgoing Chair's term and on the outlook for the upcoming term and should not be simply a copy of a previous transitional report.
3. The outgoing Chair shall provide the comprehensive transitional report to the Clerk of Council.
4. The outgoing Chair shall inform the incoming Chair how to obtain copies of previous transitional reports, meeting notes and monthly reports.

5. The outgoing Chair shall conduct training of the incoming Chair, which shall include but not be limited to:
  - a. Introduction to the staff, especially the staff members with whom the Committee works on a regular basis;
  - b. Familiarization of the incoming Chair with day-to-day tasks, including the preparation of meetings agendas, the organizing of committee meetings, and the provisions to committee members of supporting documents; and
  - c. Attendance of the outgoing Chair at a meeting chaired by the incoming Chair, and a subsequent debriefing.
6. The incoming Chair shall provide the other members of the Committee with a copy of the transition report. The incoming Chair may remove elements deemed confidential, including passwords referenced in paragraph 1(d), from this copy.
7. Upon receipt by the Clerk of Council of a completed transition report which fulfills the requirements in paragraphs 1 and 2, the outgoing Chair shall be entitled to a transitional honorarium, the amount of the honorarium to be one week's pay for every four months worked, up to a maximum of two weeks' pay, with pro-rating if the Chair works less or more than four months.