

SUBJECT	Consultation on I-23 Committee Chair Transition Reports
MEETING DATE	November 12, 2020
MOTION	FOR INFORMATION SUBMISSION regarding the creation of I-23 Committee Chair Transition Reports
PREPARED BY	Sebastian Cooper, Chair, Governance Committee DISCLOSURE: as a current Standing Committee Chair, I would be directly affected by I-23, including the potential creation of honoraria for the completion of a transition report. I am presenting draft 1-23 as I believe it to be in the best interests of the Society.
DOCUMENTS	1. Attachment #1 – Draft I-23 Policy on Committee Chair Transition Reports

DESCRIPTION & RATIONALE

Section V, Article 3.3(f) states that “Each Chair of a Standing or Ad Hoc Committee shall provide a transitional report for their successor, and shall generally assist in the transition of their successor.”

However, there are no further guides for chairs that lay out Council’s expectations regarding the contents of those reports. Many outgoing chairs do not provide reports to their successors.

I-23 would lay out requirements for the contents of the report. This should provide clear guidance to outgoing chairs as to what is expected of them. Draft 1-23 is being brought to Council for consultation; final language will be brought to Council for approval at a later meeting.

History: Code previously included language that set out procedures for transitioning committee chairs. This was removed in 2016 when AMS switched to having Executives chair all committees; the new chairs being Executives, it was expected that they would learn about their committees in their general Executive transition. When AMS reintroduced non-Executive chairs of

committees, Code was amended to include Section V, Article 3.3(f). At that time, it was decided that Steering Committee should come up with new procedures.

Key consultation questions:

- Should there be anything included in the transition report that isn't currently listed in the draft policy?
- Is the draft policy too detailed / prescriptive?
- Should there be an honorarium paid to outgoing committee chairs for completing their reports?
 - o Con: per Section V, Article 3.3(f), transition reports are already part of committee chairs' responsibility
 - o Pro: currently, more outgoing chairs don't provide committee reports than do; the common timeframe for reports would require outgoing chairs to create substantive reports during a typically busy time in the semester, so additional incentives may be required; once an outgoing chair ceases their role, they would otherwise have no incentive to fulfil 3.3(f)
- What Committee should be responsible for reviewing I-23: Governance or HR?
- Should I-23 apply to extraordinary committee (Election Appeals, Indigenous, Advisory)?

BENEFITS

Reputational,
Financial,
Sustainable, Social

Governance Committee believes that it is important to the smooth and effective operation of the AMS that incoming committee chairs be provided with up to date information on the work of their committees. I-23 should provide clarity – and possible incentive – to Committee chairs to complete transition reports. Such reports will hopefully ensure both that unfinished work of the committee continues and that incoming committee chairs are more quickly onboarded to their new roles.

RISKS

Financial,
Operational,
Reputational

Increasing the workload of chairs may disincentive Councillors from putting themselves forward.

COSTS

Financial,
Resources, Lifecycle

Potential costs due to consideration of honoraria.

TIMELINE

Implementation
Timeline

Consultation will occur in November 2020.

CONSULTATION

Internal & External
Groups

Clerk of Council, outgoing committee chairs (from the summer term), new committee chairs, AMS President + office

**COMMITTEE
VOTE TALLY**

(Votes in favour,
votes against,
abstentions)

Unanimously in support