

Number and Title

I-22 Policy on Committee Chair Transition Reports

Effective Date

April 7, 2021

Approval Date

April 7, 2021

Policy Type

Internal Policy

Review Date

This policy shall be reviewed every 2 years.

Responsible Body

Human Resources Committee

Authority

AMS Bylaw 5, Section 1(f)

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

AMS Code of Procedures, Section V, Article 3(f)

Purpose and Goals

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

Applicability

This policy applies to chairs of standing and ad hoc AMS committees.

Exclusions

Extraordinary committees.

Definitions

1. **Committee** means the Standing Committees and Council's ad hoc committees referred to in Section V, Article 1 of the AMS Code of Procedure.
2. **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.
3. **Outgoing Chair** means a current chair of a Committee whose term is coming to an end or whose term has ended within the previous two months.

Policy

1. The outgoing Chair of a Committee 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 work of the Committee and its subcommittees 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 the successes and failures of projects and initiatives of the Committee during the outgoing Chair's term, including suggestions for improvements;
 - c. 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;
 - d. An overview of the internal policies and procedures used for administration of the Committee, and other such internal procedures as would be necessary to conduct the business of the Committee;
 - e. A list of passwords and codes associated with that Committee, or information regarding the means of otherwise accessing such passwords and codes;
 - f. A timeline indicating when recurring events are to take place and by what dates recurring or common tasks need to be completed; and
 - g. Information on the conflict of interests provisions of Code to which all committee members are subject, including reference to the expectations under the AMS Code of Procedure that Board of Governors and Senate representatives manage and declare any potential conflicts of interest.
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 incoming Chair and 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 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 provision 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 memo. The incoming Chair may remove elements deemed confidential, including passwords referenced in 1(d), from this copy.
 7. Upon receipt by the incoming Chair of a completed transition report which fulfills the requirements in paragraphs 1 and 2, and completion of the requirements in paragraphs 3, 4 and 5, the outgoing Chair shall be entitled to a transitional honorarium.
 - a. The amount of the honorarium shall 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 fewer or more than four months.
 - b. The honorarium will be paid upon confirmation by the incoming Chair to the Human Resources Committee that the outgoing Chair has fulfilled the requirements under this paragraph.
 - c. In the event of a dispute arising from paragraph 7, the outgoing Chair may appeal to the Human Resources Committee, except where the dispute is in relation to the outgoing chair of the Human Resources, in which case it may be appealed to the Governance Committee.
 - d. Where an Executive chairs a Committee by virtue of their position as an executive, they shall not be entitled to a transitional honorarium.

Consultations:

The following groups were consulted during the initial development of this policy: Governance Committee; Human Resources Committee; Finance Committee; Steering Committee; Archivist & Clerk of Council

History:

This is the first version of this policy.