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| <b>SUBJECT</b>      | <b>#1-22 Policy on Committee Chair Transition Reports</b>  |
| <b>MEETING DATE</b> | <b>April 7, 2021</b>   |
| <b>MOTION</b>       | <b>BE IT RESOLVED that on the recommendation of the Governance Committee, Council adopt the Policy on Committee Chair Transition Reports (I-22) as presented.</b>  |
| <b>PREPARED BY</b>  | Sebastian Cooper, Chair, Governance Committee<br><br>DISCLOSURE: as a current Standing Committee Chair, I would be directly affected by I-22. I attest that I am presenting 1-22 to Council as I believe it to be in the best interests of the Society. To ensure I do not financially gain from this proposal, I will not accept an honorarium for the completion of a transition report. |
| <b>DOCUMENTS</b>    | 1. Attachment #1 – I-22 Policy on Committee Chair Transition Reports   |

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**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 guidelines for chairs that lay out Council’s expectations regarding the contents of those reports. Many outgoing chairs do not provide reports to their successors.

The primary rationale of I-22 is to address this concern and to ensure continuity of committees’ work between terms.

I-22 would provide clear guidance to outgoing chairs as to what must be required in their transition reports.

An honorarium is included for the following purposes: it recognizes that the common timeframe for reports (April) requires outgoing chairs to create

substantive reports during a typically busy time in their semesters; that the current approach has not resulted in a sufficient number of transitional reports; that once chairs' terms end, Council has no avenue for corrective action for the failure to provide reports where the councillors are not returning to Council; and that it is to the benefit of the Society that committee chairs are properly onboarded.

**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, but no further action was taken.

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**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-22 provides clarity – and 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.

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**RISKS**  
Financial,  
Operational,  
Reputational

Increasing the workload of chairs may disincentive some councillors from putting themselves forward for chair nominations.

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**COSTS**  
Financial,  
Resources, Lifecycle

The proposed honoraria.

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**TIMELINE**  
Implementation  
Timeline

Immediate.

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**CONSULTATION**  
Internal & External  
Groups

Finance Committee passed a motion agreeing that I-22 be proposed to Council. HR Committee passed a motion agreeing that I-22 be proposed to Council.

Further consultations: Steering Committee, Archivist and Clerk of Council, outgoing committee chairs from summer 2020, current committee chairs, AMS President, VP Finance, Council (November 12, 2020)

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**COMMITTEE  
VOTE TALLY**

(Votes in favour,  
votes against,  
abstentions)

Unanimously in support