

Number & Title: I-9 Policy on Goal Setting and Reporting for Executives and Managing Director

Effective Date:

April 28, 2021

Approval Date:

April 28, 2021

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 and Managing Director evaluations on a year-to-year basis
2. Develop a process that improves individual Executive and Managing Director performance in a constructive way
3. Ensure Executive evaluation is done in an open and transparent fashion with respect to the membership at large.
4. Ensure organizational priorities and goal setting are transparent 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:

Performance tracking and evaluation for the Society's managers and other permanent staff is not included as part of this Policy.

Definitions:

Executive Goals shall mean the annual document prepared by the Executive Committee that outlines the goals and objectives for the Executive, and the Student Services Manager for the upcoming year.

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

Policy:**Executive Goals**

1. The Executive Committee shall be responsible for coordinating and developing annual goals for each Executive, as well as the goals for itself as a whole.
2. As part of their transitional duties, the outgoing Executives shall be responsible for assisting the incoming Executives with their goals on an as needed basis for the first month after their term ends.
3. As part of their transitional duties, the outgoing Executive Committee shall meet at least once as a body with the incoming Executive Committee in the month of May to assist in developing the new Executive's goals.
4. The outgoing Executive Committee shall assign Designated Staff Members to assist with the development of the Executive goals for the incoming Executive at a meeting in April.
 - a. The Managing Director shall advise and assist the Executive Committee in developing its collective goals.
5. The proposed Executive goals shall be discussed by the Executive Committee to ensure compatibility between the goals and must be approved by the Executive Committee before being submitted to Council for approval.
6. 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. This document shall be brief and succinct, preferably presenting the goals in point form.

7. If not approved, the Executive Committee shall bring revised Executive goals to the next regular meeting of Council. This process shall continue until the goals document is approved. This process shall not exceed three regular Council meetings.
8. Once approved, the goals document shall be posted on the Society's website and kept up-to-date with any revisions.
9. The goals must uphold the Society's Mission Statement and must not contravene the Society's Code, Bylaws, or Policies.
10. 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.
11. The Executive Committee should present large-scale goals and shall explain how they will measure the extent to which they have achieved their goals, preferably using quantitative measures. Qualitative measures shall be used when needed.
12. In October, the Executive Committee shall review the current progress of the Executive goals and may make relevant recommendations or take other actions.
13. In November the Executive Committee shall make a written progress report and presentation to Council on both individual and collective goals. Additionally, the Executive Committee may bring recommendations for changes to the goals. If Council approves the changes, the goals document shall be updated.
14. At the last regularly scheduled Council meeting of their term, the Executive Committee 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 in which they report on the extent to which they have achieved their goals, preferably using quantitative measures, or qualitative measures when needed. This document should be brief and succinct, preferably using point form to indicate for each of the goals whether they were achieved, partially achieved, or not achieved. The document shall be posted to the Society's website.
15. Notwithstanding section 13, 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.

Managing Director Goals and Departmental Plans

16. The Executive Committee shall be responsible for evaluating and providing feedback on the annual goals of the Managing Director.
17. The Managing Director and the Senior Manager, Human Resources shall be responsible for creating and administering a goal-setting process for the Society's senior management.

18. The Executive Committee shall, in coordination with the Society's Human Resources department, ensure that there is an adequate method of creating, evaluating, and providing feedback on the annual goals of the Managing Director.
 - a. The President shall be responsible for coordinating these activities on behalf of the Executive Committee.
 - b. The Executive Committee shall ensure that the Managing Director's goals are evaluated along the same timelines as the rest of the Society's management.
19. The Managing Director shall be responsible for ensuring the Executive Committee is kept up to date on the progress of the priorities of the Society's departments and management.
 - a. At one or more meetings in May, the Managing Director shall be responsible for facilitating a presentation(s) to the Executive Committee outlining departmental goals, plans, and objectives for the year.
20. The Executive Committee shall be responsible for directing the Managing Director to ensure that management goals are aligned with each other and the vision for the organization set by the Executive Committee, Council and relevant strategic plans and documents.
 - a. The President shall be responsible for coordinating these activities on behalf of the Executive Committee.
21. At the first Executive Committee meeting in April, the Managing Director shall submit a progress report to the Executive Committee in which they report on the extent to which they and their direct reports have achieved their goals preferably using qualitative and quantitative measures.
 - a. The progress report will include a final update goals where possible.
22. The Executive Committee shall be responsible for coordinating a year-end performance evaluation of the Managing Director, which is to be delivered confidentially to the Managing Director before the end of April.
 - a. In this performance evaluation, the Executive Committee should detail successes, room for improvement, recommendations, and other relevant performance related information.

Consultations:

The following groups were consulted during the initial development of this policy: Governance Review Implementation Committee; Executive Committee; Governance Committee

The following were consulted during the second revision of this policy: Governance Committee; Executive Committee; Archivist & Clerk of Council

The following groups have been consulted during the 2021 review of the policy: Executive Committee; Governance Committee: Managing Director; Senior Manager, Human Resources

History:

This is the second draft of the 2021 version of the policy.

Related Policies:

There are no policies related to this policy.