

**Number & Title:** GV3 - Executive and Council Transitions

**Effective Date:**

April 28, 2022

**Approval Date:**

April 27, 2022

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed every 2 years.

**Responsible Body:**

Human Resources Committee

**Designated Executives and Staff Members:**

Human Resources Manager, President

**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:**

### ***Executive Transitions and Honoraria***

1. Each Executive member shall be responsible for the orientation of their replacement, such orientation to include but not be limited to:
  - a. completion of a comprehensive transitional report no later than the date that the incoming Executive member takes office;
  - b. in-person training of the incoming Executive member;
  - c. consultation on Executive matters at the request of the incoming Executive member for a period of not less than one (1) month after the incoming Executive member takes office;
  - d. organization of the Executive member's office and files; and
  - e. assisting in position reviews for appointees reporting to them, in accordance with Section IX C, Article 2(8)(c).
2. Council may direct the Human Resources Committee in consultation with the Finance Committee to review the amount of the transitional honoraria, in accordance with Section V, Article 8(3)(i). On the recommendation of the Human Resources Committee, Council may alter the amount of the transitional honoraria.
3. If an Executive member is re-elected to the same position, said Executive member shall not be granted an honorarium. All other outgoing members of the Executive shall be eligible for an honorarium or a portion of an honorarium, based on the extent to which they fulfil the requirements of paragraph 1 above.
4. The member of the Executive who is being trained shall decide the extent to which the outgoing member has fulfilled the requirements of paragraph 1 above in accordance with the Executive Transition Checklist below. If there is a dispute, the outgoing member may appeal to the Ombudsperson.
5. If an Executive member from one year is elected to another Executive position in the following year, said Executive member must complete all the training activities required by this Article outside the forty (40) hours per week of work time required by Section VI, Article 1(4) of the Code.
6. If in the course of a year more than one person serves in the same Executive position because of a resignation or for any other reason, then the amount of the transitional honorarium for each person serving in the position shall be pro-rated in proportion to the amount of time each one serves.
7. Executive Transition Checklist
  - a. Further to paragraph 1(a) above, the comprehensive transitional report shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include but not be limited to:
    - i. a comprehensive description of each committee the Executive member sits on, including discussions of the committee's work in the previous year and of the current items on the committee's agenda, along with suggestions for the direction of the committee in the coming year;
    - ii. information about the student staff positions directly associated with the Executive member (e.g., Commissioners, Assistants), including information on the current roles of each staff position and suggestions for the positions in the coming year;

- iii. a review of important issues that came up in the media during the previous year, including enough information to make the incoming Executive member familiar with the issues;
    - iv. a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
    - v. a timeline indicating when events are to take place and by what dates tasks need to be completed.
  - b. The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
  - c. The outgoing Executive member shall inform the incoming member how to obtain copies of previous years' transitional reports.
  - d. Further to paragraph 1(b) above, the in-person training of the incoming Executive member shall be worth one-fifth (1/5) of the amount of the transitional honorarium and shall include but not be limited to:
    - i. introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
    - ii. familiarization of the incoming member with day-to-day tasks;
    - iii. attendance of both the incoming and outgoing member at no less than three (3) meetings of Standing Committees the member sits on; and
    - iv. arrangement of instruction by the Financial Controller on appropriate procedures for reviewing cheques and the related supporting documentation.
  - e. Further to paragraph 1(c), consultation on Executive matters after the incoming Executive has taken office shall be worth one-fifth (1/5) of the amount of the transitional honorarium and shall include, but not be limited to, informing the incoming Executive member of any outstanding issues to be resolved and work to be completed.
  - f. Further to paragraph 1(d), organization of the office and files shall be worth two fifteenths (2/15) of the amount of the transitional honorarium and shall include but not be limited to:
    - i. organizing the outgoing member's paper and computer files, including email files, by the time the incoming Executive member takes office;
    - ii. removing all personal belongings of the outgoing Executive by the time the incoming Executive member takes office; and
    - iii. ensuring the availability of all required keys, the Executive member's cell phone, and other necessary equipment by the time the incoming Executive member takes office.
  - g. Further to paragraph 1(e), assisting in position reviews shall be worth two fifteenths (2/15) of the amount of the transitional honorarium and shall

include, but not be limited to, taking part in reviews for any relevant position that the incoming Executive member thinks need to be reviewed.

### ***Committee Chair Transitions and Honorarium***

8. 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.
9. 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.
10. The outgoing Chair shall provide the comprehensive transitional report to the incoming Chair and to the Clerk of Council.
11. The outgoing Chair shall inform the incoming Chair how to obtain copies of previous transitional reports, meeting notes and monthly reports.
12. 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.
13. 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.
14. 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 second version of this policy.