

**POLICY CHANGES 2023:  
GOAL SETTING POLICY AND REPORTING AMENDMENTS**

TO: Council  
FROM: the Governance Review Committee  
*March 2023*

Amendments to modify procedures for goal reporting.

Additions are indicated by ***bold italics***. Deletions are indicated by striking through (~~this~~).

**Number & Title:**

GV4 – Goal Setting and Reporting for the Executive 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

**Designated Executives and Staff Members:**

Managing Director, President

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**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. ***Each of the goals shall have a timeline associated with it, indicating when the goals will be completed.***
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. ***Every month after the goals have been approved, each member of the Executive shall present an update to Council, summarizing their goals and explaining the progress made on them.***
- ~~13. In October, the Executive Committee shall review the current progress of the Executive goals and may make relevant recommendations or take other actions.~~
- ~~14. 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.~~
15. 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.

~~16. 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.~~

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**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.