

## **Appendix XIII Policy Revision Form**

Instructions:

The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Committee can be emailed at [cpcom@gss.ubc.ca](mailto:cpcom@gss.ubc.ca). As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society's website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with putting forms on the website, you may contact Communications and Marketing Director at [communications@gss.ubc.ca](mailto:communications@gss.ubc.ca).

*Date:* July 9, 2019

*Submitted by:* Katharine Sedivy-Haley, Chair of Code & Policy Committee

*What type of change is this?*

### **Amending an existing policy**

Addition of a new policy

Removal of a policy

*Original Policy #:* 8.6

*New Policy # (if applicable):* same

*Proposed Revised Policy:*

8.6.1 The purpose of the Executive Oversight Committee is to provide a review of the functioning of the elected Executive Officers as both individuals and as a group, and identify ways for the Executive Officers to enhance their performance as individuals and as a team.

8.6.2. The Executive Oversight committee shall:

(a) Be chaired by the FEEO as per bylaw 8.5.6 (c) notwithstanding the terms of policy **7.7**,

**(b) Support executive professional development, and the development of communications channels between Executives and with other relevant parties in the university,**

(c) Develop evaluation criteria for performance evaluations **of** executive officers,



- (d) **Create templates for Executives to help guide setting effective goals related to the Strategic Plan, and** facilitate goal setting training sessions for incoming Executive officer in the month of April,
- (e) Conduct **one initial goal review session and two** formal performance evaluations:
- (i) **Initial goal review session** in June,
  - (ii) Mid term evaluation in November, and
  - (iii) Final evaluation in March.
- (f) Present a summary of performance evaluations to Council at the first Council meeting following each evaluation,
- (g) Provide an annual update on executive performance to members at the GSS Annual General Meeting,
- (h) Provide informal performance evaluations and feedback to Executive officers on a monthly basis or when necessary,
- (i) Ensure the completion of transition reports for incoming Executives at least two months prior to the end of executive terms, including creating templates for transition reports and establishing and upholding a review process for transition reports,**
- (j) Support conflict and complaint resolution with respect to activities of the Executive officers by:
- (i) Receiving complaints and discussing these with the appropriate interested parties,
  - (ii) Taking steps to discuss issues of conflict in confidence **whether or not** a specific complaint has been made, and
  - (iii) Facilitating meetings between the interested parties, the FEOO, and **two other members** of the EOC to resolve the conflict or complaint.
- (k) Maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended.
- (l) Make recommendations to Council, as appropriate, to improve executive performance or address concerns.**

*Rationale Behind Proposed Changes:*

CPC has consulted with EOC on updates to their terms of reference. Most changes reflect the Strategic Plan responsibilities:

- New 8.6.2 (b) reflects Strategic Plan 3.1.B which calls for support of executive training, professional development, and communications with other governing bodies such as the AMS.
- 8.6.2(d) includes Strategic Plan 3.2.A's recommendation for the use of templates to support goal setting using templates, and (e) better represents the June activity as a goal review session rather than a performance evaluation.
- 8.6.2(i) reflects Strategic Plan 3.2.C's recommendations for executive transition reports.



8.6.2 (j) (iii) has been updated on EOC's recommendation that two members other than the FEOO present during conflict resolution, rather than only one member.

Finally, CPC recommends explicitly empowering EOC in 8.6.2 (l) to make recommendations to Council regarding executive performance, as this is important in allowing EOC to fill their Oversight role. These recommendations would give Council appropriate guidance to act in cases where executive performance is concerned.

