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 Code and Policy Committee can be emailed at 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 the Communications and Marketing Director at communications@gss.ubc.ca.

Date: October 8, 2019
Submitted by: Katharine Sedivy-Haley, CPC Chair

What type of change is this?
☒ Amending an existing policy ☐ Addition of a new policy ☐ Removal of a policy

Original Policy #: 8.9
New Policy # (if applicable):

Proposed Revised Policy:

8.9 Governance and Accountability Committee

8.9.1 The purpose of the Governance and Accountability Committee is to provide best practices for governance at the GSS and to ensure accountability of committees and caucuses to Strategic Plan goals and to GSS Council.

8.9.2 The Governance and Accountability Committee shall:

a. Obtain, create, and maintain resources on best governance practices, such as:
   a. Organizational flow charts showing the relationships between different bodies of the organization,
   b. A ‘roles and responsibilities’ document outlining the responsibilities of all committees and individuals associated with the GSS, such as Councillors, executives, committee members and chairs,
   c. Mechanisms for improving institutional memory, and
   d. Training materials for Councillors and committee members,

b. Perform an ongoing review of the state of GSS governance, in consultation with GSS
Executives, Councillors, and committees as appropriate, to determine where gaps exist in the governance and reporting structures, and as appropriate to evaluate options for restructuring the GSS,
c. Recommend to Council the commissioning of an external governance review when deemed in the best interest of the Society. If it has been longer than 5 years since an external review was last performed, this should be brought to Council every academic year, along with the committee’s recommendation and rationale,
d. Provide recommendations
   a. on governance improvements to GSS Council, and
   b. on amendments to the GSS Policy Manual or Bylaws in collaboration with the Code and Policy Committee,
e. Oversee the implementation of Council-approved governance recommendations,
f. Monitor progress on the strategic plan,
   a. inform Council annually on the progress on implementing the GSS strategic plan,
   b. provide progress reports at the GSS AGM and post updates at least annually on the GSS website, and
   c. ensure that the Strategic Planning Ad-Hoc Committee is formed 2 years before the end of the current strategic plan to produce successive strategic plans,
g. Assist standing committees, external caucus representatives, and the FEOO in setting annual goals, and inform Council on their progress, specifically:
   a. conduct mid-term reviews for the FEOO in March and a final report in August, and
   b. conduct mid-term reviews for committees and caucuses in January-March and final report in September,
h. Ensure completion of transition reports for incoming committee chairs,
i. When necessary, bring Council’s attention to governance issues related to committee performance (e.g. not holding meetings, holding non-quorate meetings, not submitting meeting minutes to Council) in order to prompt Council to request committee minutes or re-seat dysfunctional committees, as appropriate, and
j. Once a year in February, recommend multiple potential oversight bodies so that Council can select a mechanism to review the Governance & Accountability Committee’s annual goals and performance on their goals.

8.9.3 The ex officio members of the Governance and Accountability Committee shall be the President.
Rationale Behind Proposed Changes:

The terms of reference items have been reorganized to provide more structure, clustering and nesting similar items. Minor adjustments have been made for clarity. Changes of substance are indicated in bold.

A purpose statement has been added to provide a simple summary of the committee's area of concern.

Dates have been specified for SMART goal reviews and formation of the Strategic Planning Ad-Hoc committee.

Elements from the strategic plan have been incorporated: evaluate options for restructuring the GSS, provide progress reports [on the strategic plan] at the GSS AGM and post updates at least annually on the GSS website, and ensure completion of transition reports for incoming committee chairs.

A reminder that the president is an ex officio member has been added, since it is not obvious that it is necessary to read the President's duties in the bylaws to determine ex officio membership of the committee.