



Appendix XX: Executive Transition

The following policy describes the tasks involved in “executive transition” as well as provides EOC with a basis to determine the extent of how much transition honouraria should be offered to each executive based on completion of the tasks.

The **comprehensive transitional report** shall be worth (40%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) 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;
- (b) information about the student staff positions directly associated with the Executive member (e.g. Assistants), including information on the current roles of each staff position and suggestions for the positions in the coming year;
- (c) 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;
- (d) a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
- (e) a timeline indicating when events are to take place and by what dates tasks need to be completed.

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.

The **training of the incoming Executive member** shall be worth (15%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
- (b) familiarization of the incoming member with day-to-day tasks;
- (c) attendance of both the incoming and outgoing member at no less than three (3) meetings of Standing Committees the member sits on; and
- (d) for those Executive members who are also signing officers, arrangement of instruction by the Financial Controller on appropriate procedures for reviewing cheques and the related supporting documentation.

Consultation on Executive matters after the incoming Executive has taken office shall be worth (15%) 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.

Organization of the office and physical or computer files shall be worth (15%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) organizing the outgoing member’s paper and computer files, including e-mail files, by the time the incoming Executive member takes office;
- (b) removing all personal belongings of the outgoing Executive by the time the incoming Executive member takes office;
- (c) ensuring the availability of all required access, and returning GSS equipment by the time the incoming Executive member takes office; and
- (d) organize and clean the physical office space as directed by EOC.

Assisting in position reviews shall be worth (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.