



OTP-3: INCOMING EXECUTIVE OFFICERS

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICIES</i> <i>POLICY TITLE: INCOMING EXECUTIVE OFFICERS</i> <i>POLICY REFERENCE NUMBER: OTP-3</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
President		

Policy

3.1 OTP-3 shall take effect once the General Election for the Executive Committee concludes and results are released. Its purpose shall be to ensure that Incoming Executive Officers are onboarded, trained, and prepared for their roles as Executives of the SFSS.

- (a) OTP-3 shall not apply to Incoming Executives elected via a by-election or appointed by a resolution of Council to fill a vacancy on the Executive Committee.

3.2 The President and VP Internal and Organizational Development are to oversee the training of the Incoming Executives.

- (a) The President and VP Internal and Organizational Development shall ensure that the Incoming Executives who will be signing authorities are transferred signing authority by the time that they take office.
- (b) The Outgoing VP Finance and Services shall ensure that the Incoming VP Finance and Services has access to relevant banking and payroll information by May 1 of every calendar year.

3.3 *Incoming Executives are required to report at least thirty (30) hours of training between late-February and late-April.*

- (a) The incoming Executive will receive a stipend for thirty (30) hours of work. Additional hours are voluntary and will not be financially compensated.*
- (b) An Incoming Executive shall not receive an additional stipend if they are also a part of the Outgoing Executive committee*

3.4 *The Board Organizer is tasked with scheduling basic training sessions for the Incoming Executives, between late-February and mid-April:*

- (a) Bylaw and Policy overview with the Policy, Research, and Community Affairs Coordinator and VP Internal and Organizational Development*
- (b) Robert's Rules and Committee Chairing Training with the Administrative Coordinator and VP Internal and Organizational Development*
- (c) Privacy and Information Management with the Privacy Officer*
- (d) Building Operations with The Building Manager and Building Team*
- (e) Society Finances and Budget with the Finance Department and VP Finance and Services*
- (f) Member Services Operations with the Member Services Coordinators*
- (g) HR and Unionized Staff Relations with The Operations Organizer and President*

3.5 *The training sessions outlined in 3.4 (a)-(f) shall be two (2) hours to five (3) hours of shadowing the relevant departments, or required attendance in other facilitated training sessions. These sessions are required to occur after every General Executive Committee Election. The Board Organizer is tasked to ensure these sessions are scheduled before the new Council term begins.*

- (a) Sessions with SFSS departments shall include, but are not limited to:*
 - (i) How the department works*
 - (ii) What functions the department performs for the Society*
 - (iii) How the department works in relation to the Executive Committee*
 - (iv) Overview of programs used to perform tasks*

- (v) *Real-life application of department functions*

3.6 Sessions outlined in s. 3.3 (a)-(f) are mandatory for all Incoming Executives to complete before May 1 of each elected term. If an Incoming Executive does not complete these training sessions by May 1st, the VP Finance and Services shall reduce the Executives stipend by \$200 in each pay period where all training sessions have not been completed.

- (a) *In the case where the VP Finance and Services is found in violation of s. 3.5, and is unwilling to reduce their own stipend, the President may escalate this to Council.*

Process

3.7 Incoming Executives are required to shadow their Outgoing Executive counterparts for their transition. Shadowing may include, but is not limited to:

- (a) *Check-in meetings with their Executive*
- (b) *Performing duties alongside, and under the supervision, of their Executive*
- (c) *Attending and contributing to committee meetings*
- (d) *Attending meetings with their Executives, when appropriate*
 - (i) *It is up to the Outgoing Executive Officer's discretion what meetings, may or may not, be appropriate.*

3.8 Incoming Executives are required to track their hours, meetings, and progress through training work reports.

- (a) *The Outgoing VP Finance and Services is tasked with providing the Incoming Executives with the semi-monthly work report templates.*
- (b) *The Incoming Executives are required to submit a semi-monthly work report, which will be reviewed by the Outgoing VP Finance and Services.*
- (c) *Hours will be tallied by the end of the reporting period to ensure that the required thirty (30) hours of training were completed.*

3.9 The Semi-Monthly Training Work Reports of Incoming Executives must include:

- (a) *All meetings attended during that period*

- (b) The amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Incoming Executive Committee Member.*

3.10 The Semi-Monthly Training Work Reports of Incoming Executives are due on the 16th and 1st of every month

3.11 Incoming Executives are required to adhere to the SFSS Constitution, Bylaws, Collective Agreement, and Policies while completing their training.

3.12 Incoming Executives answer to their Outgoing Executive counterparts. If necessary, the Outgoing Executive may escalate matters to the Outgoing President for disciplinary measures.

- (a) Disciplinary measures may include, but are not limited to:*
 - (i) An informal warning from the Outgoing Executive Officer*
 - (ii) A formal warning from the Outgoing Executive Officer*
 - (iii) A formal warning from the President*
 - (iv) Recommendations being brought to Council for further disciplinary measures aligned with SFSS Policies, Bylaws, and the Societies' Act.*
- (b) Notwithstanding OTP-3.12, if the Incoming Executive is a current member of Council, the matter may also be escalated to the Committee on Councillor Breaches of Confidence, if appropriate.*
- (c) Notwithstanding OTP-3.12, if the Incoming Executive is a current Executive Officer, the matter may also be escalated to the Oversight Committee on Executive Officers in compliance with its Terms of Reference.*

3.13 Incoming Executives are expected to work on an Annual Plan for their respective portfolios throughout their training period.

- (a) These plans should be completed by the third week of May at the latest.*
- (b) Annual Plans shall be published on the Society website.*