



## Oversight Committee

Oversight body: Council

Date Passed by Council: September, 2018

Date of Next Review: September, 2021

Related policies, bylaws, legislation: Bylaw 5

### **Definitions**

Performance Evaluation – Formal determination of an individual’s position-related actions and their outcomes within a particular position or setting.

Honoraria – A small payment in recognition of labour performed voluntarily.

Executive Officer – A Member who is elected and responsible for directing the affairs of the Union.

Officer – Responsible for a specific set of tasks overseen by an Executive Officer or Commissioner.

Appointed Position – A role for which Council selects a nominated candidate.

### **Purpose**

The following principles and processes have been developed to ensure accountability and efficient outcomes for those positions receiving honoraria as well as Executive Officers of the Union.

### **Scope**

This policy applies to the Oversight Committee and Council in respect to Executive Officer and Volunteer performance, including those roles with honoraria.

### **Policy Statement**

## 1. Composition

1.1 The Oversight Committee is a closed committee and shall be composed by July of each year with the following members:

- 1.1.1 Two Faculty Representatives on Council;
- 1.1.2 Two Community Representatives on Council;
- 1.1.3 Two Members at large.

1.2 A Chair and Secretary shall be determined at the Committee's first meeting by ordinary resolution.

## 2. Mandate

2.1 The Oversight Committee is a Standing Committee responsible for:

- 2.1.1 Making recommendations regarding appointments for any vacancies that may arise in Union governance as per 4.3 of this policy;
- 2.1.2 Assist in identifying, interviewing, and recruiting candidates for standing committees;
- 2.1.3 Developing and recommending to Council the establishment, revision, or discontinuation of compensation and benefits for the Union's appointed positions, and any revisions to appointees' terms of appointment;
  - 2.1.3.1 Any volunteer position receiving an honoraria shall submit an end of term report on their completed projects which must be accompanied with a recommendation for compensation by their supervisor;
  - 2.1.3.2 The Committee will determine, based on the end of term report, if the honoraria will be disbursed in full or some portion thereof;
- 2.1.4 Conduct an annual performance evaluation of each Executive Officer, done in accordance with section 3 of this policy;
- 2.1.5 Following performance evaluations, provide any recommendations to Council regarding:
  - 2.1.5.1 Executive Officer roles and responsibilities;
  - 2.1.5.2 Executive Officer remuneration;
- 2.1.6 Such other powers and duties as assigned by Council, from time to time.

## 3. Executive Officer Performance Evaluation

3.1 Guiding principles in the evaluation of an Executive Officer's performance are:

- 3.1.1 Efficiency and effectiveness;
- 3.1.2 Accountability;
- 3.1.3 Professional development.

3.2 Performance shall be evaluated using the approved template against the following:

- 3.2.1 Adopted Goal Plan's clearly defined outcomes and timelines;
- 3.2.2 Bylaw and Policy compliance;
- 3.2.3 Meeting attendance;
- 3.2.4 Reporting obligations.

3.3 The Oversight Committee shall submit a mid-year and end-year summary report on the performance evaluations of each Executive Officer to Council.

- 3.3.1 Actual performance evaluations shall use a standardized template;
- 3.3.2 Completed performance evaluation sheets will be attached to the summary reports as appendices.
- 3.3.3 Reports will be provided to the Executive Officers one week prior to appearing at Council.

#### 4. Appointments

4.1 When conducting the business of the Committee the same three members of the Committee will sit as a panel when interviewing all candidates for any one position.

4.2 The Committee may invite any person to assist it in interviewing and evaluating candidates.

4.3 The committee shall, from time to time throughout the year, subject to the Bylaws and Regulations of the Union, advise Council as to the appointment to the following positions:

- 4.3.1 the Chair of Council;
- 4.3.2 the Recording Secretary;
- 4.3.3 the Chief Returning Officer;
- 4.3.4 Election Committee members;
- 4.3.5 Judicial Board members;
- 4.3.6 the Sexton Campus Liaison;
- 4.3.7 those Officer positions paid by honorarium; and
- 4.3.7 such other Union and University positions as Council may time to time determine.

- 4.4 All positions taking office May 1st shall receive nominations by the outgoing Committee and be appointed by the outgoing Council.
- 4.5 The Committee, after completing the interviews and evaluations of applicants, shall make a recommendation to Council as to the most suitable or preferred applicant(s) or may recommend that nominations be re-opened.
- 4.6 In the instance that Council feels a nomination from the Committee is not suitable, it retains the right to appoint another candidate. Council may also provide comment back to the committee as to how to improve its processes so as to improve candidate suitability.