



King's University College Students' Council INTERIM & FINAL REPORTS PROCEDURE

EFFECTIVE: November 23rd, 2014

SUPERSEDES: N/A

AUTHORITY: Executive Council

RATIFIED BY: Council
November 23rd, 2014

RELATED DOCUMENTS:

- By-Law #1

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PREAMBLE:

The KUCSC for a variety of purposes, uses interim and final reports. The reports provide a corporate record and summary of the events and issues that were addressed during the term. As well, the reports provide direction and a framework to people who are employed in the positions in the future. The interim and final reports should: (1) Reflect the Mission Statement, By-Laws, and Policies and Procedures of the KUCSC; (2) Provide guidance, suggestions and recommendations for the successor in addition to the members of the Executive Council, Corporation, and the Council to help move the portfolio forward; and, (3) Adhere to these guidelines to be considered an official document of the KUCSC.

1.00 SCOPE

1.01 These guidelines apply to all Executive Members, Representatives, and Coordinators associated with the KUCSC. Unless otherwise stated within their terms of reference, Commissioners shall not be required to prepare interim or final reports.

2.00 STYLE AND CONTENT

2.01 All reports shall:

- (1) Be clear and concise;
- (2) Not impair the conveyance of information that is either necessary or beneficial to the students and/or to individuals who hold the position in the future;
- (3) Not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;
- (4) Be marked clearly as confidential if a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;
- (5) Be written in a professional manner using professional language;
- (6) Be written in a professional and tasteful manner devoid of immaterial personal opinions;



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- i. Non-professional language includes, but is not limited to, racist, sexist, or potentially offensive language, personal attacks, and potentially libelous statements;

(7) References to individuals within specific positions should state the name of the position and not the name of the person;

(8) All reports shall be free of any spelling or grammatical errors.

2.02 Interim reports shall cover the period of time from the commencement of duties to the due date of the report, unless otherwise specified.

2.03 Final reports shall cover the entire duration of a term in office, unless an interim report has been submitted to cover another portion of the term.

3.00 FORMAT

3.01 All reports must be submitted in electronic form (Word format).

3.02 In order to maintain consistency, as well as ensure the succession of information, all reports shall follow the following structure:

| Section | Topic | Details |
|---------|-----------------------|---|
| A | Goals | What were the specific goals that you set for your position? |
| B | Problems Encountered | List the problems that you encountered during your tenure and suggest (if possible) future solutions. |
| C | Recommendations | Possibly the most important section. Drawing on your experience, suggest recommendations for your successor. |
| D | Year-Specific Changes | List and elaborate on any fundamental changes in the portfolio that were enacted during your tenure. This information will be used to update the Job Manual for the position. |
| E | Conclusion | Provide any further comments that do not fit in any of the above sections. |

4.00 NON-COMPLIANCE



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4.01 Failure to adhere to these guidelines shall result in a report not being approved by the KUCSC Executive member responsible for reviewing and approving reports. Failure shall result in disciplinary action including, but not limited to, suspension or removal from council, suspension or reduction of honoraria, and denial of co-curricular recognition.

5.00 DEADLINES

5.01 Unless otherwise stated, interim reports shall be due by the 15th of January and Final Reports shall be due by the Annual General Meeting.

5.02 The KUCSC Executive shall submit their final report no later than April 1st.

(1) The final honorarium shall not be released until the final report and turnover manual have been submitted.

(2) Failure to submit the final report and turnover manual by April 30th will result in an automatic revocation of the final honorarium installment.

6.00 PROCESS OF APPROVAL

6.01 Portfolio Heads are responsible for reviewing and approving interim and final reports written by volunteers and interns working within their portfolio. The Portfolio Head reserves the right to approve a report in whole or in part.

6.02 The Governance and Council Operations Committee is responsible for reviewing and or approving the KUCSC Executive reports.

7.00 SIGNATURE AND DATE

7.01 If a hard copy of the report is submitted in addition to the electronic copy, the report shall bear the author's signature on the final page of the report. Upon approval of the report, the Portfolio Head shall also sign the report before submitting it to the General Manager for filing.

7.02 All reports must contain the date(s) the report was written as well as the academic year for which the position was held.

8.00 PROCEDURAL AUTHORITY

8.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Council.

(1) The scope of such Procedures is limited to the scope of this policy.



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- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
- (4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.