

Call to Order – 12:34 pm September 11, 2015 | Forum Chambers

1. Territorial Acknowledgement (1 Minute)

The Board of Directors acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

2. Appointment of the Chair (1 Minute)

MOTION BOD 2015-09-11:01

Sharma

Be it resolved to appoint Enoch Weng—President as chair for the BOD meeting of 2015-09-11

Kathleen Yang was informally appointed as timekeeper for the meeting.

3. Address of the Chair

The President thanked all in attendance for their work throughout Week of Welcome.

4. Roll Call of Attendance (2 Minutes)

Board of Directors

President Enoch Weng
VP External Relations.....Kathleen Yang
VP Finance Barbara Szymczyk
VP Student Life.....Deepak Sharma
VP Student Services Darwin Binesh
VP University RelationsBrady Yano
At-Large Representative..... Curtis Pooghkay
At-Large Representative..... Shipra Sharma
Faculty Representative (Arts & Social Sciences)Arr Farah
Faculty Representative (Business)..... Hangué Kim
Faculty Representative (Communication, Art & Technology) Salathiel R. Wells
Faculty Representative (Education)Melissa Lee
Faculty Representative (Environment)Christine Dyson
Faculty Representative (Health Sciences) Larissa Chen

Society Staff

Build SFU General Manager Marc Fontaine
Executive Director Martin Wyant
Staff Representative
Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Press

The Peak..... Melissa Roach
The Peak..... Jamal Dumas

Guests

TSSU Organiser.....Orion Kidder
Member Muhsin Suleiman

Councilor, MBBSU Marija Jovanovic

Regrets

Faculty Representative (Applied Sciences) Corbett Gildersleve (*academic*)

Faculty Representative (Sciences) Jas Hans (*out of town—wedding*)

5. Adoption of the Agenda

MOTION BOD 2015-09-11:02

Pooghkay

Be it resolved that the agenda be adopted as presented.

Struck: Government Budget Submission

Added: Two announcements

CARRIED AS AMENDED

6. Matters Arising from the Minutes (1 Minute)

MOTION BOD 2015-09-11:03

Sharma S.

Be it resolved to receive and file the following minutes omnibus.

ADV—2015-08-13, 2015-08-20

BOD—2015-08-14, 2015-09-01

EPCOM—2015-08-11, 2015-08-25

EXEC—2015-08-11

GC—2015-08-24

CARRIED

7. Ratification of Regrets (1 Minute)

MOTION BOD 2015-09-11:04

Binesh

Be it resolved to ratify regrets from:

Faculty Representative (Applied Sciences) Corbett Gildersleve (*academic*)

Faculty Representative (Sciences) Jas Hans (*out of town—wedding*)

Gildersleve had indicated that they would be unable to attend Board meetings throughout the Fall semester as a result of a class conflict with the meeting time. They had raised that these classes were vital to their progress towards graduation and had been postponed multiple times. This was reiterated during their meeting with the President on the matter. It was raised that meeting time for the semester was planned far in advance of course registration.

CARRIED

8. Appointments and Resignations (3 Minutes)

a. Student At Large Nominations

MOTION BOD 2015-09-11:05

Lee

Be it resolved to open nominations for all Student At Large positions on Society committees vacated in the Summer 2015 and Fall 2015 semesters, with

nominations closing as applications are received by the Communications Office and ratifications occurring at the subsequent BOD meeting.

CARRIED

Vacant positions would be circulated to the Board for Clubs Days recruitment.

b. Vacant Board of Directors Seat on the Granting Committee

MOTION BOD 2015-09-11:06

Yano

Be it resolved to appoint Shipra Sharma to the vacant Board of Directors seat on the Granting Committee.

Sharma was being reinstated to the committee after vacating throughout their leave of absence during the summer to avoid quorum issues.

CARRIED

c. Governance Standing Committee Appointment

MOTION BOD 2015-09-11:07

Sharma S.,

Be it resolved to appoint Deepak Sharma, Barbara Szymczyk, Shipra Sharma, Salathiel Wells, Christine Dyson, and Arr Farah to the Governance Standing Committee.

Strategic Plan and Governance Working group terms of references had been established and were circulated yesterday. As the first step of separating operations and governance, these working groups would provide a framework to the Board for engagement with stakeholders (Strategic Plan), and the delivery of the stated deliverables including policy review and director job descriptions (governance).

It was raised that the original motion appointed a composition that was inconsistent with the proposed terms of reference. As a result, Director Wells withdrew their name and was replaced by Director Szymczyk, an Executive Officer as per the requirements of the Standing Committee. It was raised that any attempt to postpone the creation of the committees would impact attempts at scheduling meetings for the remainder of the semester.

CARRIED

d. Strategic Plan Working Group Appointment

MOTION BOD 2015-09-11:08

Farah

Be it resolved to strike a Strategic Plan Ad-Hoc Committee.

Be it further resolved to appoint Enoch Weng, Curtis Pooghkay, Melissa Lee, Larissa Chen, Kathleen Yang, and Salathiel Wells to the Strategic Plan Ad-Hoc Committee.

It was expressed that the establishment of the Ad-Hoc committees could afford to be flexible in its membership and attendance.

CARRIED

9. Reports from Society Directors/Committees/Representatives/Delegates

MOTION BOD 2015-09-11:09

Sharma D., Amended Chen

Be it resolved to receive and file the Board work report of 2015-09-11 subject to addition of Health Sciences Representative submission.

During the Board Report submission period, the Health Sciences Representative had submitted the Board Report offline due to technical issues and requested that the Board accept their amendment to the work report.

CARRIED AS AMENDED

It was raised that there were jokes included within the Board report, which should remain a professional document. Directors were asked to review their report prior to submission to ensure the professional integrity of the document.

10. New Business (20 minutes)

a. SFSS Facilities Development Mandate

MOTION BOD 2015-09-11:10

Sharma D.

Whereas there is a proven need to renovate, expand, and improve student spaces on all SFU campuses;

Whereas the Space Expansion Fund exists to meet this proven need;

Be it resolved that the SFSS Staff assume responsibility for the renovations, expansions, and improvements to spaces on all SFU campuses.

A director expressed that the Student Society was currently failing its mandated duties in addressing student space needs on SFU's satellite campuses. As such, the motion proposed sought to establish a common mandate ensuring that staff would oversee the implementation of solutions to space needs across all campuses holistically. This also aligned with the new governance model in allotting such operational work to staff.

Question was raised around how staff would have better insight on the satellite campuses compared to students and campus liaisons.

The separation of governance and operations would mandate that all their work addresses the needs and wants of members across all campuses, beyond simply in the realm of space. This would include collaborations with student leaders and directors where necessary. It would be the responsibility of the Board to reach out to its constituency groups and provide the information and feedback that allows the staff to effectively operate.

The following issues were raised by directors:

- 'Student space' as a term was very vague
 - SFSS spaces are the only types of spaces that should be subjected to renovation by the Student Society. It is not the role of the SFSS to renovate university space on a public institution—that students should not be bailing out the

- provincial government for failing to meet the infrastructural needs of the higher education institutions.
- Excessive limitations may preclude subsequent discussions and negotiations to acquire and establish new student spaces from the university.
- Role of staff was unclear and their decision-making authority.
 - The board retains the right to make the final decision based on the research and recommendation of the staff.
 - Space renovations requires capital which would also be under the Board of Directors control.
- The specific staff and departments to be impacted were unclear.

It was expressed that this motion simply sought to establish a high level priority for the organization, and therefore the operational definitions at present were immaterial and could be established at a later date.

The priority was not immediately placed on the Build SFU department simply to provide flexibility on how to enhance student space. Regardless, the operationalization of student space enhancement would ensure continuity in this work particularly given the cyclical nature of the Board of Directors.

Concern was raised that the motion does not reflect the discussion that has been taking place.

While the Board seemed to be in agreement of the general idea, it was expressed that the Board has not currently established its priority beyond October. Until such time that strategic planning has been completed by the Board, prioritization should not occur at the Board. A director countered that this motion was not prioritization, but rather simply allocating staff work that should be completed back to the staff.

Currently, when Letters of Agreement are signed for the establishment of SFSS space, SFU relinquishes space to the SFSS control. This would be necessary for any creation of SFSS spaces on the Woodwards, Harbour Centre, and 611 Alexander campus spaces, as such spaces do not currently exist. Concern has been raised in the past that the SFSS should be delivering services throughout all campuses. At present, most facilities work within the organization is done exclusively on the Burnaby campus.

POSTPONED TO NEXT BOD

Farah

11. Discussion

a. Governance Policies (15 minutes)

The governance working group has been working for eight weeks to begin drafting policies which would align the organization to the Carver governance model. The Board received two presentations on the drafts where feedback was collected and integrated. These draft policies were presented to the Board for information. The governance group established today would continue to refine the policies.

MOTION BOD 2015-09-11:11

Binesh

Be it resolved to adopt the SFSS Board Policies as presented.

It was raised that the document was not circulated to the membership online and was not subjected to a notice of motion period. As the document is living and constantly under revision (to add clarity, and to continue researching on necessary components to add), any member could approach the organization anytime to establish changes. It would be necessary to communicate that such a document was being established by the organization.

Directors questioned what the implications of adopting the policies would be to the current operations of the Student Society. It was expressed that this would simply begin the process of divorcing operational duties from the Board and establish a common direction for the organization moving forward. There was nothing precluding future Boards of Directors from changing these back.

Directors raised the following concerns:

- Despite numerous requests, details on a transition process or implementation plan had not been made available to the Board
- The document presented to the Board did not have tracked changes indicating the changes made in response to Director concerns during the governance policy review sessions.
- Directors were unprepared to adopt the policies as the item had been placed on the agenda as a discussion item. If the goal had been to have the policies adopted at the present meeting, they should have been placed under New Business with a formal motion attached. This would have clearly signaled that the Board should review the documentation closely rather than simply prepare for a discussion on their merits.
 - It was expressed that continued work is better than attempting to perfect the document prior to establishing the governance model.
 - It was raised that the idea—as discussed during the governance policy review sessions—was always to begin establishment of the policies in September. As this was a priority of the Board, the members of the Board should have been expecting the matter to arrive on the table.
- The Board seemed to be simply making decision on matters they were unprepared for due to time sensitivity
 - Both documents have been reviewed by the Board as a whole over a two day period. While the Board may not have seen all the changes since the presentation, it was expressed that to characterize the Board as being unprepared would be untrue.
- The documents for the matter had not been circulated to the Board until the previous evening. As a result, the majority of Directors have not had the opportunity to review the documents for the meeting.

The policies do not speak to the powers and fiduciary duties of the Board as established by the Society Act and the Bylaws. The Board would not lose any powers and control as a result of the adoption of the policies. Adoption would only commit the Board to fulfilling their duties by separating operation and governance —establishing a clear delegation and reporting pattern. In a straw vote, a supermajority of the Board had not reviewed the documents presented.

POSTPONED TO NEXT BOD

Sharma S.

b. GRID (15 minutes)

GRID is a Greek organization advocacy club. Its registration as a club under the Student Society was governed under a Letter of Agreement signed by the previous Board with a one year duration. The previous LOA had expired, and a Director put forth a proposed LOA for the current year mirroring the language from the previous year.

A director raised concern that much of the LOA mirrors SFSS policies anyways and that all clubs should be treated equally. If a forensic review of the club had to occur, this should be applied to all clubs. A director expressed interest in coming to a resolution on the Greek life matter over the course of the current year.

It was expressed that the reason that an LOA was originally signed with GRID was due to repeated contraventions of club policy by Greek life organizations, many of which had consistently failed to meet their constitutional mandates. The SFSS insurance provider in particular had raised concern over potential liability on the organization for its lack of controls over the activities of such groups. As a result, the LOA had been drafted to allow at least one advocacy organization to be formally registered by the SFSS. The Board was reminded that discussions on matters relating to clubs should involve the General Office Coordinators in order to provide the full context of discussions.

A director raised that the document presented alluded to GRID bylaws which had not been reviewed by the Board. Further, no representatives of GRID were present to speak to the matter. They expressed that until there was action on the part of GRID, they had no interest in any action on the matter.

Concern was expressed around personal interests being brought to the Board table without representatives of the group being present.

Action item: The President would invite the GO Coordinators to the next BOD meeting on the matter.

Action Item: At-Large Representative Pooghkay would invite GRID to present.

c. Teaching Support Staff Union Job Action (15 minutes)

The Society has received a number of inquires from students and from external media regarding the current TSSU job action. Directors have also received many testimonials from students on difficulties faced as a result of the grade withholding. The Vice President External Relations had given an interview on Radio-Canada that the SFSS has not made an official statement and the matter would be discussed at the Board table. The Vice President External Relations provided a number of public statement options which were presented to the Board. This would include information/Q&A for the membership.

At the Joint Operations Group meeting, the SFSS discussed the impact of the TSSU job action and this should be reflected within any statement. Further, the SFSS President also discussed the matter with the SFU President and the AVP Students.

In the future, it was raised that such discussions on stances should be discussed offline to ensure a more efficient response.

MOTION BOD 2015-09-11:12

Yano

Be it resolved to task Kathleen Yang to prepare the SFSS official statement on the ongoing TSSU/SFU Labour Dispute

CARRIED

MEETING RECESSED FOR TEN MINUTES AT 2:01 PM

d. Fall Kickoff (10 minutes)

The Vice President Student Life and other Directors provided an update on the Fall Kickoff event. The following represents a number of highlights from the updates:

- The team established a partnership with SFU myInvolvement which would enhance the Society's ability to recruit volunteers and recognize service
- Graphic art design was commissioned out to This is Blueprint due to Communications Office staffing levels, but final communication materials were created in the Communications Office
 - These will be completed by Wednesday, with time booked with the Copy Centre for printing.
- Over 79 applicants have shown interest in volunteering for the event.
- Over 500 tickets have been sold to date, with 100 tickets sold each day of Welcome Day.
- Finances have been structured based on the recommendations of previous Financial Coordinator Kwong.
- The Vice President Student Life made the decision to increase the talent budget by \$10,000.
 - Increased expectations of ticket sales
- At-Large Representative Pooghkay has been working on the afterparty
 - Unlike previous year, planning and marketing would be invested into the event

Jovanovic entered at 2:26pm

- Two of five acts have been confirmed, with confirmation by the end of today.

Unlike previous years, where Board approved the MOU with each individual talent. This year, the Board has approved an MOU with Blueprint securing all talent. Blueprints provides a lists of artists and the Vice President Student Life provides final approval before Blueprints provided. The Vice President Student Life would circulate the talent secured to the Board. As the talent was not being contracted by the board, this was not a matter that requires a Board motion. The Vice President Student Life as project lead has been allotted the authority by Board to make the decision on talent.

It was expressed that this arrangement was not made clear to the Board when the MOU was being presented.

12. Announcements

a. Society AGM

- b. Undergraduate Extended Health and Dental Plan – Change of Coverage
Period until 2015-09-21
Any members wishing to opt-down to the basic plan or opt-out entirely must do so by the 21st.

13. In Camera Session

MOTION BOD 2015-09-11:13

Sharma S.

Be it resolved to move the meeting in camera with staff and management

CARRIED

14. Attachments

Board Policies v.5

Board Report 2015-09-11.pdf

Governance Standing Committee

LETTEROFAGREEMENT-GRID

Strategic Planning Ad-Hoc Committee

15. Adjournment 2:49pm

DC /CUPE 3338

TERMS OF REFERENCE: STRATEGIC PLANNING AD-HOC COMMITTEE

NAME AND TYPE

Name: Strategic Planning Ad-Hoc Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved upon the delivery of the strategic planning engagement framework to Board.

PURPOSE

This committee is responsible for developing the strategic planning engagement framework.

MEMBERSHIP

The committee shall include two executive Board members, between two and four non-executive Board members, and two non-voting staff members. Where the President is an ex-officio member where not named as Chair or a voting member.

- Committee Chair: Executive Board Member
- Voting Members: One executive Board member, two to four non-executive Board members
- Non-voting Members: Chief Executive Officer, Campaigns, Research, and Policy Coordinator
- Ex-officio Member: President, where not named to the committee

DELIVERABLES

The purpose of this committee is to provide the Board with a strategic planning engagement framework, which includes determining:

- target audiences (e.g. students, administration, faculty, etc.),
- methods (e.g. quantitative survey, qualitative survey, interviews, focus groups, town halls, etc.),
- areas of focus,
- resource requirements, and
- schedule.

GOVERNANCE

The committee will strive for consensus. Where no consensus is reached, it will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

COMMUNICATIONS

The committee shall meet in person on a bi-weekly basis.

The committee shall make itself available to report on its progress as scheduled by the Board.

RELEVANT POLICIES

The members of the committee should be particularly familiar with the content of the following Board Policies:

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

**Greek Representation and Interest Development Club (GRID)
Letter of Agreement with SFSS**

Whereas the SFSS cannot register exclusive Fraternities and/or Sororities (“Greek Societies”) as clubs because the policies and practices of Greek Societies are inconsistent with SFSS Bylaw 21 and SFSS Policies AP 12:2a and AP 12:2b

Whereas Simon Fraser University (SFU) has banned Greek Societies at SFU.

Whereas the SFSS nevertheless believes that students who want to participate in Greek Societies should have an opportunity and the resources to have discussions with SFU concerning the ban.

Whereas the purpose of GRID is to have discussions with SFU concerning the authorization of Greek Societies at SFU.

THE PARTIES AGREE AS FOLLOW:

A. GRID’S ACTIVITIES

1. The SFSS agrees that GRID may be temporarily registered as a club for the purpose of representing students interested in the authorization of Greek Societies at SFU, under the following conditions:
 - (a) Membership in GRID must not be exclusive and must be open to all members of the SFSS.
 - (b) GRID must represent SFSS members who are interested in any Greek Societies and not promote the interests of any particular Greek Society.
 - (c) GRID’s executive must be elected in a democratic manner, in accordance with GRID’s bylaws.
 - (d) Executive members should represent the range of Fraternities and Sororities represented in GRID.
 - (e) GRID must not plan events on behalf of or act for the sole benefit of individual Fraternities or Sororities or their members.
 - (f) GRID may only use its temporary club status and resources to pursue the following goals:
 - (i) providing a forum for open discussion concerning the potential authorization of Greek Societies at SFU; and
 - (ii) approaching SFU to seek authorization for Greek Societies at SFU.

- (g) GRID may only organize fundraisers and hold social events, or use any funds or other resources obtained through those fundraisers and events, for the purposes set out in 1 (f).
- (h) GRID may only use Clubs Days tables and AQ Clubs tables to inform the SFSS membership about GRID, therefore prohibiting the direct or indirect promotion of any individual Fraternity or Sorority.
- (i) GRID agrees to abide by all SFU and SFSS policies.
- (j) GRID agrees to obtain the appropriate insurance for any activities it may host and to provide the SFSS with any documentation it requires to confirm the appropriateness of the insurance.

B. TERMINATION OF THE AGREEMENT

- 2. Any violation of the above points will result in the immediate termination of this LOA and of GRID's temporary club status.
- 3. This Agreement is subject to GRID providing the SFSS with a copy of its current bylaws and policies, satisfactory to the SFSS, prior to its registration as a temporary club.
- 4. The SFSS reserves the right to terminate this Agreement if GRID's bylaws and policies are inconsistent with those of the SFSS or otherwise unsatisfactory to the SFSS.

C. DISPUTE RESOLUTION

- 5. If there is any dispute between GRID and the SFSS concerning GRID's compliance with this Agreement, GRID and the SFSS agree to refer the issue to a third party, agreeable to both, whose decision shall be binding on both parties.

D. INDEMNIFICATION/WAIVER

- 6. GRID agrees to indemnify, defend and hold the SFSS and SFSS's officers, directors, agents and employees harmless from any losses, claims, damages or judgments, including legal fees, directly or indirectly resulting from GRID activities, including but not limited to those arising out of any injury or death to any person or persons, financial loss or damage to any property of any kind whatsoever.
- 7. GRID agrees to waive and release any claim it may at present or in the future have against the SFSS and its officers, directors, agents and employees, and agrees not to seek damages, or any other compensation from the SFSS and its officers, directors, regardless of any negligence on the part of the SFSS and its officers, directors, agents and employees.

E. DURATION OF AGREEMENT

8. GRID's temporary club status will expire **May 1st, 2016**. If GRID has not reached an agreement with SFU concerning the authorization Greek Societies at SFU, by that date GRID will no longer be entitled to operate as a SFSS Club.

F. INTERPRETATION

9. This Agreement shall be interpreted in accordance with the laws of British Columbia.

GRID Executive Member Signature

GRID Executive Member Name

Date

GRID Executive Member Signature

GRID Executive Member Name

Date

SFSS Board of Director Signature

SFSS Board of Director Name & Position

Date

SFSS Board of Director Signature

SFSS Board of Director Name & Position

Date

General Office Coordinator Signature

General Office Coordinator Name & Position

Date



TERMS OF REFERENCE: GOVERNANCE STANDING COMMITTEE

NAME AND TYPE

Name: Governance Standing Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolve at the discretion of the Board.

PURPOSE

This purpose of this committee is to make recommendations to the Board of Directors aimed at strengthening its governance processes and capacity.

MEMBERSHIP

The committee shall include two executive Board members, between two and four non-executive Board members, and two non-voting staff members. Where the President is an ex-officio member where not named as Chair or a voting member.

- Committee Chair: Executive Board Member
- Voting Members: One executive Board member, two to four non-executive Board members
- Non-voting Members: Chief Executive Officer, Campaigns, Research, and Policy Coordinator
- Ex-officio Member: President, where not named to the committee

DELIVERABLES

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations on issues falling within the scope of its portfolio. Specifically, it is to provide the Board with formal recommendations on the:

- development and review of SFSS Constitution, Bylaws, and Board Policies,
- development and review of committee terms of reference,
- creation and review of governance processes, including:
 - the roles and responsibilities of the Board,
 - duties and responsibilities of directors and officers,
 - conflict of interest procedures, and

- procedures for the removal or directors,
- provision of regular Board and committee training,
- development and review of Board and candidate orientation policies and procedures,
- review of Board, committee, and director performance and adherence to the Board Code of Conduct,
- review and revision of the Board Code of Conduct,
- review of legislative changes and regulatory developments that could have an impact on the activities of the SFSS, and
- Board plan.

The committee shall also monitor and report on the implementation of, and adherence to Board Policies.

GOVERNANCE

The committee will strive for consensus. Where no consensus is reached, it will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

COMMUNICATIONS

The committee shall meet in person as required and at the call of the Chair.

The committee shall make itself available to report on its progress as scheduled by the Board.

RELEVANT POLICIES

The members of the committee should be familiar with the following:

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies
- SFSS Strategic Plan
- Society Act of British Columbia

BOARD REPORT

Prepared for Board of 2015-09-11

President

- Meetings with:
 - 50th Anniversary Joint Steering Committee
 - John Grant - Alumni Relations
 - Adam Brayford RE: What's on; 50th Anniversary Events
 - FNSA
 - Engagement Peers and Team 50
 - Student Services
 - GSS
- SFSS Meetings with:
 - ED
 - Finance Office
- Other Meetings: Board meeting, Exec Meeting, Epcom meeting x2, Surrey Campus Committee meeting, Joint Operations Group agenda setting and meeting
- Attended Events:
 - Welcome Leaders Training
 - Peer Educators Training
 - September 9th Official Walkthrough
 - SFU Pride Reception and VQFF
 - Governance Workshops x2
 - Welcome Day Boothing
- Build SFU Board training session and video shoot
- Interview with the Peak
- Prepared Speeches:
 - Welcome Day
 - 50th Anniversary Campus Kick-Off
 - Celebrate and Savour
 - Peer Educators
- Organized UBC AMS trip and SUB tour
- Helped organize 2nd SFSS Meet & Greet; Food Truck Festival
- Overseeing Lease Agreements and Contracts

Vice President External Relations

- Meetings: communications office, student union organizer, GSS and Kinder Morgan project worker re: postponement National Energy Board review for TransMountain pipeline, health and counselling re:

Sexual violence on campus, SASC working group, Students United for Disability Support, post Campus to campus conference follow up, Advocacy, governance reforms

- Follow up meetings: Council of Canadians, Creative Publics, KUSA, UVSS, SFU food and access committee, elections canada re: voting stations on campus
- Administrative: emails, editing food bank information media sheet, report on AVP campus to campus conference, preparation for Storm the Dorm, booked budget committee presentation with the BC provincial government
- Outreach: Welcome day outreach, pancake breakfast, opentextbook tabling, Build SFU outreach
- Out of Office: August 23 to September 1

Vice President Finance

Meetings: Exec, Vice President Finance and Administration Search Committee Shortlisting Meeting and Two Days of Interviews Downtown, Graphics Assistant Hiring Committee Interviews (x5), Governance, Lucy: re signing documents, Kurt: check-in and updates upon return

- Signing cheque requisitions, numerous meetings with several individuals regarding requests
- Correspondence with auditor and signing of annual documents
- Research for and writing of Annual Report
- Outreach in MBC/Convo Mall for Welcome Day

Vice President Student Life

What is life?

- Build SFU
 - Meeting with General Manager to discuss how Build SFU department can work together with me on Septemeber Engagement events, to ensure there is no overlap
 - Engagement with Football team at Activities Fair, Week of welcome, personal contacts
 - Board training sessions
- Fall Kickoff
 - Confirmed Artist
 - Corresponding with organizing committee regarding, finance, marketing, content, production, volunteer
 - Working closely alongside Blueprint Events Director of Concerts, and Director of Marketing
 - Working closely alongside Director of Administration, SFU Student Services
- Week of Welcome and Welcome Day
 - Ensuring to honor agreement with SFU Student Services which include but are not limited to the following:
 - Pancake Breakfast
 - Food Truck Festival (Entertainment piece only)
 - SFSS outreach
 - Providing DJ's for convocation mall
 - Build SFU Engagement
 - SFSS outreach
- Clubs day
 - Ensured all SFSS departments and constituency groups are tabling together
 - Working on creating hourly giveaways
- Events & Promotions

- It is very clear that committee will be reducing number of meetings to make more time to engage with membership
- Working alongside *CJSF* to provide support in their Fall Concert (October 15th)
- Working alongside Canadian Blood Services to set up mobile clinic on campus
- Committee is working on FDC Executive appreciation event, Welcome Back pub night, Fall Kickoff after party, Food Truck festival
- Committee is supporting FNSA Indigenous Day
- Surrey Campus
 - JOAG meeting
 - Meeting with school administration on finalizing MOU and furniture
- Open textbook
 - #TextbookBroke Campaign
 - Working group meetings
- Committee meetings
 - Executive, Governance, Granting, Advocacy
- Administrative Duties
 - Emails
 - Office Hours
 - Hiring Committee

Vice President Student Services

- U-Pass/Compass Card
 - Fall Launch has started, compass card distribution has successful, and there have been no complaints.
 - Review meetings of the fall launch have been scheduled with TransLink.
 - Wrapping up Compass Card consultation processes by writing a summary, nearly completing FAQ [Draft 2], preparing follow up with consulted stakeholders to provide an update on progress, the documents described above, and thanks from this office on behalf of the SFSS.
 - Reviewing U-Pass Advisory Committee Minutes and other documents. Minor changes have been made to messaging.
 - Interviewed by the Peak regarding the Fall Launch of the Compass Pass.
 - Preparing a proposal on more effective methods of negotiating contracts with larger organization; in this case, with TransLink.
 - Going to TransLink representatives with questions regarding the future of the U-Pass program.
- Health and Dental Plan
 - Prep meetings with members of the Extended Health and Dental Plan committee are complete.
 - Consultation process for this service is nearly complete. Completing a presentation to student groups.
 - Reviewing options of combining plans with GSS and SFU to remove duplicate coverage and reduce student fees.
 - Notifying students of the current change of coverage period so they know how to opt out of the SFSS plan before the end of the period (September 21st). .
 - Reviewing and addressing complaints from students and parents.
- Governance
 - Completed first draft of governance documents with the committee.
 - Finished a run-through of the draft with the Board, and met with the committee to address changes requested. The subsequent version will be presented to the Board at the SFSS Board meeting on September 11th.
- Annual General Meeting

- Found volunteers for the meeting, waiting to hear back and finalize.
- Submitted Annual Report content to the Communications Department for completion.
- Arranging phone calls with the external chairperson to best prepare for the meeting.
- Finished AGM Script.
- Preparing meeting packages and other documents.
- Completed first AGM notice in print and e-mail. Everything so far is on track with meeting notices.
- Answering questions and complaints regarding the AGM following the notice.
- SFSS Outreach
 - Student presentations regarding SFSS projects and services, and general outreach with the same content at various events. For a list, please contact me.
- Writing summer semester report and updating procedures manual
- Meetings
 - There have been many meetings. For a list, please contact me.

Questions, comments, and requests for documents with respect to confidentiality may be submitted to vpsservices@sfss.ca

Vice President University Relations

- Student Union Development Summit August 13-16, UBC Vancouver
- Meeting w/ Rebecca Dowson RE: Open Access Week, OpenCon Satellite Event - Vancouver
- Health and Counselling Sexualized Violence focus group
- Open Textbook Working Group meeting, Advocacy Committee x2, Board meeting, Joint Operations Group meeting,
- University and City Building Conference Call x2
- Build SFU Board training session
- Build SFU video shoot
- VQFF Event @ SFU Woodward's
- FASS Welcome Day (meetings with FASS Dean's Office and participating in the event)
- Meeting w/ Computer Science student RE: advocacy initiative
- Policy Governance Orientation session 1 and 2
- Build SFU Presentation to SFU Women's Volleyball Team, Men's and Women's Basketball Team, Men's and Women's Golf Team, Men's and Women's Swim and Diving Team, Fitness Centre staff, SFU Career Peers and SFU Engagement Peers
- SFSS tabling at Residence Move-in (Dining Hall)
- SFSS tabling at Welcome Day (Convocation Mall)
- #textbookbrokeBC setup, tabling and takedown September 8-10
- SFSS Pancake Breakfast
- SFU Campus Celebration
- SFU Celebrate and Savour
- Office hours and other regular administrative duties (*office hours have been scaled back for the beginning of September due to increased SFSS outreach hours)

Applied Sciences Representative

Frosh Week:

- Continue to finalize CSSS Frosh planning and liase between the different DSUs for the final event (Midnight Madness)
- Run multiple CSSS frosh events from September 8-11

- September 8: Welcome BBQ
- September 9: Info Session and Survival Training
- September 10: Pac Macro at SFU Vancouver and Team Dinner
- September 11: PhotoHunt and Midnight Madness

Granting Committee:

- Attended four committee meetings over the last four weeks, covering both club and student union grants.

Hiring Committee:

- Interviewed multiple candidates over the course of three weeks.

Governance Committee:

- Attended multiple committee meetings to work on a draft of the Policy Governance for presentation to Board (Ends, Executive Limitations, Governance Process, Board-Executive Delegation Policies)
- Attended a presentation dry run meeting concerning our presentation to board on September 8 and 11. Reviewed the presentation created by Pierre Cassidy
- Attended two presentations to Board on the Policy Governance draft, personally presented the Governance Policy Process to board on Friday, September 4
- Governance Committee Meeting to finalize the Policy Governance draft to be presented at Board on Friday, September 11

Peak Interview about BuildSFU

Acted as a Welcome Leader for Welcome Day for the Faculty of Applied Science

Gave a presentation to FCAT DSU President's about BuildSFU

Arts and Social Sciences Representative

Work with DSU's/SASS/FASS:

- SASS Exec Meeting
- SASS AGM prep meeting
- FASS DSU Pres meeting
- Working on FASS student union portal w Faculty
- SASS frosh captains training
- Meeting with FASS Student Engagement Office
- Reminding all DSU's of clubs days
- Prep for FASS Welcome day
- Spoke at FASS Welcome day

Advocacy Committee:

- Advocacy committee meeting x2

→ Get Out the Vote

- Debate logistics
- Contact with candidates and their staff
- Contacting political party clubs on campus
- Discussion about "Get out the Vote" campaign in ADV
- Various "to-do's" on Basecamp
- Found mediator for debate
- Debate Itinerary created

→ Open Textbook Working group:

- Working group meeting x2

- Tabling/outreach for campaign Sept 8-10th
- Scheduled working group members for outreach

Governance Committee:

- Attended numerous committee meetings to work on new SFSS policies to present to Board.
- Attended a presentation dry run meeting Attended two presentations to Board on new SFSS policies
- Final Governance committee meeting to discuss the feedback from board and make necessary changes, will be presented to Board on Friday, September 11

U-Pass Advisory Committee:

- Presentations to student groups
- Reviewing minutes for U-Pass advisory committee
- Various Basecamp to do's

Build SFU/SFSS Outreach:

- Presentation to FCAT Dean and faculty
- Presentation to Softball, Men's and Women's Track & Field and Wrestling teams
- Build SFU training session with General Manager
- Build SFU video
- Making buttons all the time
- Welcome Day & Move in day outreach
- Pancake Breakfast

Other Meetings/Administrative Duties:

- Student Union Outreach worker hiring committee
 - Meeting with Executive Director
 - Shortlisting meeting
 - Interviews
 - Administrative work
- Sexual assault focus group with SFU Health and Counseling
- Emails, Office hours, etc..

Business Representative

- Meetings
 - Board Meeting
 - Board of Advisers Meeting with the Business Administration Student Society
 - discussed election and financial policies
 - Events and Promotions Committee Meetings X2
 - Fall Kickoff Working Group Meetings
 - SFU Recreation Meeting
 - AIESEC SFU Local Committee Meeting
 - Team 50th Meeting
 - UBC SUB visit
- Business Administration Student Society
 - Financial Policy Revision with BASS President
 - Researched and currently working on finalizing the financial policies for BASS
 - Completed Election Policies
 - Consulted with SFSS CEO for BASS Elections
- Engagement
 - Reslife Scavenger Hunt
 - Resident Move In Day
 - Burnaby Welcome Day Activity Fair
 - Burnaby Week of Welcome Day

- Pancake Breakfast
- SFSS Activity Fair
- SFU 50th Anniversary Kickoff
- Fall Kickoff Concert
 - Working group meetings
 - Ticketing procedures
 - Meeting with SFSS Financial Coordinator to finalize finances
 - Adjustments to ticketing training
 - Ticketing training with various clubs/student organizations/ticket sellers
 - Sponsorship work
 - Production company consultation
 - Marketing consultation
- Build SFU
 - Training sessions
 - Club/Student Organization Pitches
 - General outreach during engagement activities (Welcome Day, Week of Welcome, Reslife, etc)
 - Peak Interview
- Board presentation on governance and strategic planning X 2
- SFU Health and Counselling
 - heard about health and wellness initiatives on campus
 - provided feedback for the coordinators for their campaigns
- Other events
 - Enactus Social
 - BASS Mentorship Program Social
 - BASS FROSH Social
- Office hours in Surrey and Burnaby
- Emails and other miscellaneous office tasks

Communications, Art, and Technology Representative

- Board Meeting (preparation by review of agenda and previous minutes & attendance): 14th August, 2015
- Attended CMNSU Meeting
- Follow up with Communications Co-ordinator, VP Student Life and VP External Relations regarding SWAG and T-shirts and compilation of Spreadsheet with pre-existing quotes for easier perusal and to drive an expedited decision
- Input into Meeting between BUILD SFU Manager and VP Student Services regarding the project
- Follow Up with Communications Co-ordinator & Alt. Vancouver Liaison regarding signage for Harbour Center Corkboard
- BUILD SFU Training
- Meeting with Film Student Union President
- Meeting with Theatre Student Union President
- Two video shoots for BUILD campaign
- Prepared and hosted Monthly DSU President's Meeting at SFU Surrey
- Attended scheduled Granting Committee meetings x3
- BUILD Presentation to Surrey Campus Welcome Leaders
- Build Manager De-brief on BUILD Presentations
- Office Hour Scheduling for Fall Semester
- Meeting with BUILD Manager to discuss and prepare BUILD Marketing Documents for individual DSU President's with amenities/features of the Project specific to each of my DSU's

- Attended Government Document Presentation
- Prepared Document for Vancouver Office Space Proposal
- Prepared BUILD document with items specific to FCAT
- Administrative Tasks (e-filing, e-mails, updating and maintaining schedule)
- Attended Governance Reform Orientation (Sept. 1st and 4th)
- BUILD + SFSS Outreach at Burnaby Welcome Back Day Activity Fair
- Attended and Participated in FCAT Welcome Back Orientation Event at Burnaby
- Preparation for BUILD Presentation to FCAT Dean, Associate Dean and FCAT Departmental Directors

Education Representative

- Meetings
 - Board (August 14)
 - Health & Counselling Sexualized Violence Focus Group (August 19)
 - Open Textbook Working Group (August 19)
 - Engagement Training Session (August 20)
 - Governance Committee Presentations (September 1, September 4)
- ESA
 - Organized schedule for Clubs Day Tabling and booked table
 - Collected quotes from screen printing companies for Education clothing
 - Submitted grant proposal and ordered horizontal banner
 - Ordered sample SFU Education apparel for ESA members and Clubs Days
 - Met with new member for orientation to the ESA and the SFSS
- Engagement
 - Stress Relief Club Bowling Night (August 25)
 - Residence Move-In (September 2)
 - Welcome Day Activity Fair (September 3)
 - Pancake Breakfast (September 9)
 - SFU 50th Anniversary Campus Kickoff (September 9)
- #textbookbrokeBC Campaign
 - Tabled outside the SFU Bookstore (September 8, September 9)
- Other
 - Organized session for remaining Board headshots + group photo
 - Compiled quotes for SFSS t-shirts + swag and gathered order quantities
 - Gave presentation at Faculty of Education session on Welcome Day

Environment Representative

Meetings:

- Advocacy/Governance Committees, Open Textbook Working Group, Board, Embark Sustainability, SFU 350, Health and Counseling Sexualized Violence Focus Group, Visit to UBC AMS

Policy Governance:

- Reviewed all documents and had 2 in person meetings with Pierre
- Attended meeting to work on a draft of Policy Governance (Ends policies specifically)
- Preparation and attendance for dry run meeting concerning presentation to board on September 8th and 11th
- Attended two presentations to Board on the Policy Governance draft. Presented on Board-Management Delegation Policies
- Review of the Policy Governance draft at Governance Committee Meeting (Sept. 8th) to finalize draft to be presented to Board

Build SFU/SFSS Outreach:

- Attended Board Training Session
- Build SFU Video Shoots
- Review of Embark Sustainability Interview
- Tabling at Welcome Day Activity Fair and Week of Welcome
- Pancake Breakfast

Open Textbook:

- Created #textbookbrokeBC sign
- Tabling September 8th and 10th

DSU's:

- Meeting with Faculty Recruitment and Community Liaison Manager
- Spoke at Faculty of Environment Welcome Day
- Contacted DSU's regarding meeting times and Clubs Days
- Met up with proposed Environmental Resource Management Student Union to go over presentation to council

EnviroFrosh:

- Finalized and presented EnviroFrosh proposal to granting committee on behalf of Faculty DSU's
- Met with Archaeology Museum Director to work out logistics for Faculty Meet and Greet
- Numerous in person meetings/phone calls with DSU representatives and lead coordinators
- Met with Accessibility Project Worker to assess EnviroFrosh activities

Other:

- Attended Student Union Development Summit August 13-16th, UBC Vancouver
- Administrative duties (emails, reading minutes, summer work report etc.)

Health Sciences Representative

See final page of this document.

Science Representative

- Build SFU training session with sam thiara
- open textbook working group meeting
- board meeting (attendance and preparation reviewing minutes and agenda)
- SCC board meetings X2 (attendance and preparation)
- Build SFU video shoot
- meeting with SSC execs about WOW
- governance committee presentation
- follow up with VP services about first governance committee presentation
- Surrey Joag meeting
- Surrey space meeting with surrey sfss.
- SUS meeting and multiple meetings with SUS president
- welcome day fair for science orientation, give presentation to first year science students, outreach and network with them during breaks and lunch,
- welcome day outreach
- build sfu engagement on sept 8th and 9th
- pancake breakfast and sfu 50th kickoff
- Peer Mentorship training in person and canvas with student engagement office
- coordinate with all mentors and follow up with them on how to approach mentees
- match all mentors up with mentees
- obtain contact information of all mentees
- reaching out to personal contacts about build SFU
- open textbook tabling
- administrative tasks (emails, office hours etc.)

At-Large Representative Pooghkay

Meetings:

- Bi weekly Epcom meetings
- Weekly Fall Kickoff Meetings
- Governance policy sessions
- Board Aug.14th
- Reviewing minutes for Epcom and board

Projects:

G.R.I.D

- Requested the letter of agreement be altered for board.
- kept in correspondence with other Greek Letter Organizations
- did some consultation work on the letter of agreement.

Welcome Back Pub Night

- Sent a proposal to epcom
- Did work on the Facebook group
- Helped create the messaging for the event
- Placed posters around campus
- The oversight of ticket sales in the AQ
- Booked artists and filled on cheque requisitions for their invoices.
- Booked equipment from long and mcquade

Fall Kickoff Concert

- Worked with promotions for the discount tickets
- Looked into concert production
- Booked AQ tables for the marketing team
- Sat in on a Kickoff marketing meeting
- Worked on artist selection

Kickoff After Party

- Presented a proposal to epcom
- Worked on budget with Deepak8
- Started a marketing plan for the event
- Discussion with Brooked Events about sponsorship

General Outreach

- Residence move in day Build Outreach
- Build outreach in the AQ
- Outreach at week of welcome

Sass Frosh

- worked on production for lights for dance party

At-Large Representative Sharma

Meetings

- Board Meeting
- Granting Committee meeting
- Reviewed GC minutes
- Governance training sessions
- Follow up meetings with the President and VP student life
- Meeting with the communication officer
- EPCOM Meetings biweekly
- Open Textbook working group meeting
- SFU Pride Reception
- Follow up with RHA
- Administrative tasks (emails)
- SFU 50th Anniversary event

BUILD SFU Engagement

- Coordinated with Residence for tabling
- Outreach on move-in day in residence from 9am to 4pm
- Outreach during Activities Fair
- Outreach in convo mall-week of welcome
- 3 video shoots for BUILD SFU project
- Pancake Breakfast, did outreach throughout

Fall Kickoff Concert

- Fall Kickoff working group meeting
- Marketing team plan
- Updates on the sales and production
- Coordination with Residence for tabling for concert tickets
- Social media posts, reached out significant amount of people

SFSS Club Executives Social

- Project lead for the executive social
- Got bookings done for the event
- Coordinating with the communications office
- Planned Marketing strategies

Health Sciences Representative

Meetings: HSUSU (x2), HSCI FROSH Training, EPCOM (x2), Board, BuildSFU Training, Fall Kickoff Working Group, Policy Governance Presentations, SFU App Developer, Team 50th re: Fall Kickoff, Nesters & Club Ilia re: AGM marketing, UBC AMS SUB Tour, UBC AMS Executive Night
Angel Tree project: Discussions with contact from last year re: logistics
Engagement events: Aquatics, Residence Move-in, Health Peers, Fitness In-service
Week of Welcome: Pancake Breakfast, AGM and SFSS outreach, Corona Beach Party Pub Night, Convocation Mall SFSS engagement
SFU50: 50th Anniversary Kickoff Celebration, Celebrate & Savour Evening
The Peak interview re: BuildSFU & preparations
Fall Kickoff: Swag designs, marketing, promotions timelines (contests, videos)
Fall FSU/DSU/Club (FDC) Meet & Greet: Organized logistics, catering, worked with Student Union Office & Communications Department re: invitation messaging
Misc: BuildSFU video filming, post-production of SFSS event photos, button-making
Administrative tasks (office hours, emails, etc.)

The following Board policies establish the organizational ends and means of the SFSS.

SFSS Board Policies

Simon Fraser Student Society

simon fraser
student society

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ENDS POLICIES

GLOBAL ENDS STATEMENT – THE SFSS VISION STATEMENT

POLICY TYPE: ENDS POLICIES

POLICY TITLE: GLOBAL ENDS STATEMENT – THE SFSS VISION STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted
Next Scheduled Revision
Previous Revisions

The Simon Fraser Student Society exists to improve the undergraduate students' experience, whose lives are comprised of the following aspects:

1. Academic,
2. Social,
3. Financial, and
4. Health and Wellbeing.

ENDS-1: IMPROVED ACADEMIC CONDITIONS OF THE LIVES
OF UNDERGRADUATE STUDENTS

POLICY TYPE: ENDS POLICIES

*POLICY TITLE: IMPROVED ACADEMIC CONDITIONS OF THE LIVES OF
UNDERGRADUATE STUDENTS*

POLICY REFERENCE NUMBER: ENDS-1

Adopted
Next Scheduled Revision
Previous Revisions

ENDS-2: IMPROVED SOCIAL CONDITIONS OF THE LIVES OF
UNDERGRADUATE STUDENTS

POLICY TYPE: ENDS POLICIES

*POLICY TITLE: IMPROVED SOCIAL CONDITIONS OF THE LIVES OF UNDERGRADUATE
STUDENTS*

POLICY REFERENCE NUMBER: ENDS-2

Adopted
Next Scheduled Revision
Previous Revisions

ENDS-3: IMPROVED FINANCIAL CONDITIONS OF THE LIVES
OF UNDERGRADUATE STUDENT

POLICY TYPE: ENDS POLICIES

*POLICY TITLE: IMPROVED FINANCIAL CONDITIONS OF THE LIVES OF
UNDERGRADUATE STUDENTS*

POLICY REFERENCE NUMBER: ENDS-3

Adopted
Next Scheduled Revision
Previous Revisions

ENDS-4: IMPROVED HEALTH CONDITIONS AND WELLBEING
OF THE LIVES OF UNDERGRADUATE STUDENTS

POLICY TYPE: ENDS POLICIES

*POLICY TITLE: IMPROVED HEALTH CONDITIONS AND WELLBEING OF THE LIVES OF
UNDERGRADUATE STUDENTS*

POLICY REFERENCE NUMBER: ENDS-4

Adopted
Next Scheduled Revision
Previous Revisions

BOARD-MANAGEMENT DELEGATION
POLICIES



GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted
Next Scheduled Revision
Previous Revisions

The Board's sole official connection to the operational organization, its achievements, and conduct will be through the Chief Executive Officer.

BMD-1: UNITY OF CONTROL

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: UNITY OF CONTROL

POLICY REFERENCE NUMBER: BMD-1

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

Only officially passed motions of the Board are binding on the Chief Executive Officer.

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Chief Executive Officer.
2. In the case of Board members or committees requesting information or assistance without Board authorization, the Chief Executive Officer can refuse such requests that require, in the Chief Executive Officer's opinion, a material amount of staff time or funds, or are disruptive.

BMD-2: ACCOUNTABILITY OF THE CHIEF EXECUTIVE OFFICER

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: ACCOUNTABILITY OF THE CHIEF EXECUTIVE OFFICER

POLICY REFERENCE NUMBER: BMD-2

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Chief Executive Officer is the only link to the operational achievements and conduct at the disposal of the Board. Consequently, all authority and accountability for staff is vested in the Chief Executive Officer.

1. The Board will never give instructions to persons who report directly or indirectly to the Chief Executive Officer.
2. The Board will not evaluate, either formally or informally, any staff other than the Chief Executive Officer.
3. The Board will review the performance of the Chief Executive Officer by reviewing the performance of the organization, so that the accomplishment of Ends Policies, and the adherence to the scope of Executive Limitations will be viewed as the successful job performance.
 - a. The Chief Executive Office is also expected to achieve those ends and adhere to those limitations while maintaining the highest level of professionalism and client services.
4. Board members may be invited by the Chief Executive Officer to be on operational/Chief Executive Officer committees, and thereby participating in organizational operations as volunteers under the authority of the Chief Executive Officer.

BMD-3: DELEGATION TO THE CHIEF EXECUTIVE OFFICER

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: DELEGATION TO THE CHIEF EXECUTIVE OFFICER

POLICY REFERENCE NUMBER: BMD-3

Adopted
Next Scheduled Revision
Previous Revisions

The Board will communicate to the Chief Executive Officer its prescribed organizational ends to be achieved by means of **Ends Policies** and the proscribed means or actions by which they may be achieved using **Executive Limitations Policies**.

1. **Ends Policies:** The Board will develop policies instructing the Chief Executive Officer to achieve certain results, for certain segments of the membership or stakeholder community, using an amount of resources (financial or otherwise). Ends Policies are developed as increasingly specific ends derived from the most general mission statement. Any topic that is not considered an end is defined here as a mean.
2. **Executive Limitations Policies:** The Board will develop policies that limit the latitude that the Chief Executive Officer may exercise in choosing organizational means. These limiting policies will describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective. These policies will be developed systematically from the broadest, most general level, to increasingly narrow, specific levels. The Board will never prescribe organizational means to the Chief Executive Officer. Therefore, all means are considered pre-approved by the Board unless explicitly prohibited by the Executive Limitations Policies.
3. As long as the Chief Executive Officer uses any reasonable interpretation of the Board's End Policies and Executive Limitations Policies, the Chief Executive Officer is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities. Any such action shall have the full force and authority as if decided by the Board.
4. The Board may change its Ends Policies and Executive Limitations Policies, thereby shifting the boundary between Board and Executive domains of authority and accountability. By doing so, the Board changes the latitude of choice accorded to the Chief Executive Officer. However, so long as any particular policy is in place, the Board and its members will respect and support the choices of the Chief Executive Officer.

BMD-4: MONITORING CHIEF EXECUTIVE OFFICER PERFORMANCE

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

POLICY REFERENCE NUMBER: BMD-4

Adopted
Next Scheduled Revision
Previous Revisions

The criteria against which the performance of the Chief Executive Officer will be evaluated are the job products as contained in the Ends Policies, and whether those products were delivered in a manner consistent with the Executive Limitations Policies.

1. Monitoring, therefore, is an activity that determines the extent to which Board policies are being met. Any other activity is not considered monitoring. Any information that does not lend itself to this activity is not considered monitoring data.
2. The Board will acquire monitoring information by one or more of the two methods listed here:
 - a. Internal report – in which the Chief Executive Officer discloses interpretations and compliance information to the Board
 - b. External report – in which an external, disinterested third party selected by the Board assesses compliance with the Chief Executive Officers reasonable interpretation of Board policies
3. In every case, the Board will judge:
 - a. the reasonableness of the interpretation, and
 - b. whether or not the available data demonstrates compliance with the stated interpretation of Board policy.
4. The standard for compliance shall be any reasonable interpretation provided in the report. The Board, as a whole, is the final judge of reasonableness.
5. All policies that instruct the Chief Executive Officer will be monitored at a frequency and by a process chosen by the Board. The Board can monitor organizational compliance to any Board policy at any time by means of any of the three methods listed above. A schedule will be determined at the outset of every Board term.
6. Annually, the President and two Executive Board members shall evaluate the performance of the CEO on the basis of monitoring reports in order to provide a recommendation regarding the remuneration of the CEO.

Table 1: Compliance Evaluation Schedule

Policy	Frequency (per year)	Method
All Ends Policies	TBD	TBD
Global Executive Limitations Statement	TBD	TBD
EL-1	TBD	TBD
EL-2	TBD	TBD
EL-3	TBD	TBD
EL-4	TBD	TBD
	TBD	TBD
	TBD	TBD
EL-5	TBD	TBD
EL-6	TBD	TBD
EL-7	TBD	TBD
EL-8	TBD	TBD

Acronym	Method
IR	Internal Chief Executive Officer Report
ER	External Report

EXECUTIVE LIMITATIONS POLICIES

GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY REFERENCE NUMBER: N/A

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Chief Executive Officer shall not cause or allow any organization practice, activity, decision, or circumstance that is:

1. unlawful,
2. imprudent, or
3. in violation of commonly accepted business practices or professional ethics.

EL-1: TREATMENT OF MEMBERS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF MEMBERS

POLICY REFERENCE NUMBER: EL-1

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Chief Executive Officer shall not cause or allow to be caused conditions, procedures, or decisions that are unsafe, untimely, disrespectful, unnecessarily intrusive to members, or which breach the confidentiality of those members.

The Chief Executive Officer shall not:

1. elicit information for which there is no clear necessity,
2. use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to that information,
3. operate facilities without reasonable accessibility or privacy,
4. allow members to be unaware of what may be expected from a service rendered,
5. allow members to be unaware of this policy, or
6. operate without a feedback mechanism that allows members to comment on the adherence to this policy.

EL-2: TREATMENT OF STAFF

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF STAFF

POLICY REFERENCE NUMBER: EL-2

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Chief Executive Officer shall not cause or allow to be caused conditions that are unfair, undignified, disorganized, or unclear to paid or volunteer staff.

The Chief Executive Officer shall not:

1. operate without written personnel procedures that:
 - a. clarify rules for staff,
 - b. provide for effective handling of grievances, and
 - c. protect against wrongful conditions (such as nepotism and grossly preferential treatment for personal reasons),
2. retaliate against an employee for non-disruptive expressions of dissent, or for reporting to management or to the Board acts or omissions by Society staff, management, or Board members that the employee believes, in good faith and based on credible information, constitutes a violation of provincial or federal law, or a governing policy of the Board,
3. allow staff to be unprepared to deal with emergency situations,
4. allow staff to be unfamiliar with the Chief Executive Officer's interpretations of this policy as well as their protection under it, or
5. terminate the employment of staff without reasonable grounds.

EL-3: FINANCIAL CONDITION AND ACTIVITIES

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

POLICY REFERENCE NUMBER: EL-3

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Chief Executive Officer shall not cause or allow to be caused the financial condition or activities of the Society to be placed in fiscal jeopardy, or to allow the actual expenditures of the Society to materially deviate from Board priorities, as established in its Ends Policies.

The Chief Executive Officer shall not:

1. incur debt or lease commitments in an amount greater than \$25 000, without prior Board approval,
2. expend more funds than have been received in the fiscal year to date unless the resulting deficit can be repaid by certain and otherwise unencumbered revenues within sixty (60) days,
3. expend without Board approval any cash reserves that have been designated by the Board as restricted,
4. allow payroll or debts to be overdue, or regulatory or statutory remittances to be overdue or inaccurately filed,
5. make a single unbudgeted purchase or commitment of greater than \$20 000 (splitting orders is not an acceptable means of adhering to this proscription), or
6. acquire, encumber, or dispose of real estate or enter into a lease or licence to occupy real estate for a committed period of more than six months without prior Board approval.

EL-4: FINANCIAL PLANNING AND BUDGETING

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

POLICY REFERENCE NUMBER: EL-4

[Adopted](#)
[Next Scheduled Revision](#)
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The Chief Executive Officer shall not cause or allow to be caused a financial plan for a fiscal year to deviate materially from Board End Policies, risk placing the Society in financial jeopardy, or fail to be the derivative of a multi-year plan.

The Chief Executive Officer shall not allow the Society budget to:

1. omit a:
 - a. credible projection of revenues and expenses,
 - b. separation of capital and operational items, and
 - c. disclosure of planning assumptions, or
2. provide less than 1% of the total annual budget for Board prerogatives during the year.

EL-5: ASSET PROTECTION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: ASSET PROTECTION

POLICY REFERENCE NUMBER: EL-5

Adopted
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The Chief Executive Officer shall not cause or allow to be caused corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Chief Executive Officer shall not:

1. allow the organization, board members, staff, or volunteers to be uninsured against theft, fire, and casualty losses to a prudent replacement value and against liability losses,
2. subject facilities or equipment to improper wear and tear or to inadequate maintenance,
3. unnecessarily expose the Society, its Board, or staff to claims of liability,
4. receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards,
5. make any purchase:
 - a. where normally prudent protection against any conflicts of interest have not been taken,
 - b. of a value of more than \$5 000 without having obtained an analysis of comparative cost and quality, or
 - c. of a value of more than \$25 000 without a stringent method of assuring the balance of long-term cost and quality,
6. allow the intellectual property, information, or files to be exposed to loss, improper access, or significant damage, nor operated without maintaining records in accordance with applicable legislation,
7. invest or hold operating capital in insecure instruments,
8. endanger the organization's public image, credibility, or its ability to accomplish its ends as stated in its Ends Policies,
9. change the organization's name or substantially alter its identity in the community, or
10. compromise the independence of the Board's audit or other external monitoring.

EL-6: COMPENSATION AND BENEFITS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMPENSATION AND BENEFITS

POLICY REFERENCE NUMBER: EL-6

[Adopted](#)
[Next Scheduled Revision](#)
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The Chief Executive Officer shall not cause or allow to be caused the fiscal integrity or public image to be jeopardized by the compensation and benefits to employees, consultants, contract workers, and volunteers.

The Chief Executive Officer shall not:

1. change the compensation or benefits of the Chief Executive Officer,
2. establish compensation or benefits that deviate materially from the geographic or professional market for the skills employed, or
3. create obligations over a term that are greater than reasonably projected revenue.

EL-7: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY REFERENCE NUMBER: EL-7

Adopted
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The Chief Executive Officer shall not cause or allow to be caused the Board to be uninformed or unsupported in its work.

The Chief Executive Officer shall not:

1. neglect to submit monitoring data by the Board according to [BMD-4: Monitoring the Performance of the Chief Executive Officer](#) in a timely, accurate, and understandable fashion.
2. let the Board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes,
3. allow the Board to be without decision information required periodically by the Board,
4. present information in unnecessarily complex or lengthy form,
5. allow the Board to be without internal support for official Board, officer, or committee communications,
6. deal with the Board in a way that favours or privileges certain Board members over others, except when:
 - a. fulfilling individual requests for information, or
 - b. responding to officers or committees duly charged by the Board, or
 - c. allow the Board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations Policies regardless of the Board's monitoring schedule.

EL-8: EMERGENCY EXECUTIVE SUCCESSION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

POLICY REFERENCE NUMBER: EL-8

[Adopted](#)
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In order to protect the Board from the sudden loss of the services of the Chief Executive Officer, the Chief Executive Officer shall not permit that there be fewer than 1 executive who is sufficiently familiar with Board and Chief Executive Officer issues and procedures as to take over the obligations of the Chief Executive Officer with reasonable proficiency as an interim successor.

EL-9: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY REFERENCE NUMBER: EL-9

[Adopted](#)
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The Chief Executive Officer may not initiate any new social enterprise that will cause or allow to be cause the fiscal integrity or public image of the Society to be jeopardized.

The Chief Executive Officer shall not initiate any new enterprise that:

1. is inconsistent with the End Policies of the Board,
2. will negatively impact the image of the Society,
3. is inconsistent with the values of social responsibility,
4. is initiated without a business plan that assesses financial risk or provides fiscal projections and sources of capital, or
5. is not communicated to the Board.

GOVERNANCE PROCESS POLICIES

GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY REFERENCE NUMBER: N/A

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The function of the Board is to represent the interest of the members of the Simon Fraser Student Society by:

1. establishing, reviewing, and monitoring the long term strategic goals of the Society as established in the [Ends Policies](#), and
2. ensuring that the means employed to achieve these ends are acceptable to the membership, which is determined by monitoring compliance with these Board Policies.

GP-1: GOVERNING STYLE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GOVERNING STYLE

POLICY REFERENCE NUMBER: GP-1

Adopted
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The Board shall adhere to the principles of Policy Governance, and fulfill its obligations by focusing on organizational vision and strategic leadership. The Board shall not involve itself in operational or administrative details, delegating that responsibility to staff via the Chief Executive Officer; instead, it shall assess the manner in which the membership is impacted by the activities of the Society.

The Board shall:

1. focus primarily on the intended long range impacts of the activities of the Society on the needs and goals of the membership it serves,
2. inspire the Society by establishing the broadest organizational values and perspectives,
3. exercise whatever discipline is required to govern with excellence, including attendance at Board meetings, and ensuring that its behaviour is consistent with its purpose as stated in its [Global Governance Process Statement](#), and its policy making principles,
4. monitor and regularly discuss its own process and performance,
5. instigate the development of new Board Policies and the review of existing Board Policies, and
6. be accountable for the accomplishment of its function as a whole, refusing to allow any officer, individual director, or Board committee to usurp or hinder the Board in its role.

GP-2: BOARD JOB DESCRIPTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD JOB DESCRIPTION

POLICY REFERENCE NUMBER: GP-2

Adopted
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In general, the job of the Board is to contribute strategically and cohesively to the established ends of the Society.

The job contributions of the Board are to:

1. be the authoritative link between the operational organization and both the members and its external stakeholders by:
 - a. engaging with the membership and external stakeholders, and
 - b. reporting the results of these engagement activities where appropriate,
2. establish, review, and adjust as required the written governing policies that follow from organizational values that address:
 - a. organizational ends,
 - b. board-management delegation,
 - c. executive limitations, and
 - d. governance processes,
3. monitor the performance of the Chief Executive Officer and ensure organizational compliance with the Board Policies,
4. cultivate a clear understanding of, and adherence to the principles of the Board's governing processes, and
5. keep current on issues and developments related to Board governance and responsibilities.

GP-3: CODE OF CONDUCT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CODE OF CONDUCT

POLICY REFERENCE NUMBER: GP-3

Adopted
Next Scheduled Revision
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The Board of Directors will conduct its business in accordance with the stipulations of the Society Act and the Simon Fraser Student Society Constitution and Bylaws. This commitment requires that the Board of Directors act ethically, professionally, and with the proper decorum as individuals and a group.

Directors shall:

1. demonstrate an unwavering loyalty to the interests and purposes of the Society as a whole,
2. avoid any conflict of interest in the performance of their fiduciary duties,
3. not conduct any business between the Society and:
 - a. themselves or other directors as private individuals, or
 - b. any organization in which they have a direct or indirect interest,
4. not use their position to obtain employment in the Society,
5. not attempt to exercise individual authority over the Society, except as set forth explicitly in the Board Policies, and to that end:
 - a. directors shall recognize their lack of individual authority when engaging with the Chief Executive Officer, the public, and the media, and
 - b. directors shall not speak on behalf of the Board except as authorized by the Board,
 - c. respect and apply the principle of confidentiality when dealing with issues of a sensitive nature,
 - d. attend Board meetings having adequately prepared for all deliberations,
 - e. support the legitimacy and the authority of all decisions made by the Board, irrespective of their personal position on the issue, and
 - f. sign the acknowledgement of, and the agreement to act in accordance with this code of conduct, a copy of which has been provided below.
6. act in accordance with the Human Rights Act as it relates to the individual's race, ethnicity, language, religion, marital status, gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry,

7. treat one another and all persons associated with the Simon Fraser Student Society in such a way as to preserve their dignity and communicate respect and fairness.
8. protect the confidentiality of all information, records, and material acquired through their service with the Simon Fraser Student Society by understanding and adhering to the Board Policies of the Simon Fraser Student Society, the Federal Privacy Act, the Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations,
9. accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities,
10. be prohibited from giving or receiving preferential treatment for the Society's services, and
11. respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.

GP-4: OFFICER JOB DESCRIPTIONS

*****THIS POLICY IS CURRENTLY UNDER REVIEW*****

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: ROLE OF THE CHAIR

POLICY REFERENCE NUMBER: GP-4

Adopted
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PRESIDENT

1. The President shall:
 - a. be the Chair of the Board of Directors, and as Chair ensure that:
 - i. the Board adherence to Board Process Policies,
 - ii. Board discussions relate to issues that fall within the scope of Board responsibilities,
 - iii. deliberations will be timely, fair, focused, and orderly, and
 - iv. Robert's Rules of Order will be observed except where Board Policies provide explicitly for an alternative,
 - b. be the only member of the Board of Directors authorized to speak on behalf of the Board, except where otherwise authorized by the Board,
 - c. represent the Board to outside parties in communicating the positions and decisions established by the Board.

VICE PRESIDENT STUDENT SERVICES

2. The Vice-President Student Services shall:
 - a. Assume and carry out the rights, duties and obligations of the President during her or his absence or in the event that she or he should resign, be impeached or abandon office.
 - b. Coordinate the compilation of the Annual Report of the Board for consideration at the Annual General Meeting.
 - c. Coordinate and facilitate activities and services for the members of the Society.
 - d. Be a signing officer.
 - e. Undertake all other duties and responsibilities the Board may delegate to the Vice-President of Services from time to time.

VICE PRESIDENT EXTERNAL RELATIONS

3. The Vice-President External Relations shall:

- a. Be responsible for keeping the Board informed of plans or actions of external organisations, outside the University, and federal and provincial governments that have a direct bearing on the Society or its members.
- b. Be responsible for Society business related to, and organize Society representation at conferences held by external organisations, other than the University, in which the Society may have membership or interest.
- c. Act as a liaison between the Society and other student unions.
- d. Undertake all other duties and responsibilities the Board may delegate to the Vice-President External Relations from time to time.

VICE PRESIDENT STUDENT LIFE

4. The Vice-President Student Life shall:
 - a. Act as a liaison between the Board, Council, and other student groups at the University.
 - b. Oversee the establishment and maintenance of Faculty Student Unions and Department Student Unions, and act as a liaison between the Board and Faculty Student Unions and Department Student Unions.
 - c. Undertake all other duties and responsibilities the Board may delegate to the Vice-President Student Life from time to time.

VICE PRESIDENT FINANCE

5. The Vice-President Finance shall:
 - a. Ensure that all Society funds are deposited in an appropriate account at a financial institution selected by the Board.
 - b. Keep careful account and be responsible for all monies received and disbursed by or on behalf of the Society. The Vice-President Finance shall not disburse funds except as provided for in these By-Laws, or by regulation.
 - c. Render, upon request of the Board and within fourteen calendar days, a detailed written report on the Society's financial affairs.
 - d. Prepare a detailed written report on the Society's financial affairs for consideration at the Annual General Meeting.
 - e. Coordinate the preparation of the budget of the Society.
 - f. Coordinate the commercial and legal affairs of the Society.
 - g. Be a signing officer.
 - h. Undertake all other duties and responsibilities as the Board may delegate to the Vice-President Finance from time to time.

VICE PRESIDENT UNIVERSITY RELATIONS

6. The Vice-President University Relations shall:
 - a. Act as a liaison between the Board and the University.
 - b. Coordinate student representation on all University committees to which the Society nominates or appoints.
 - c. Coordinate student involvement in University community affairs and activities.
 - d. Be a signing officer
 Undertake all other duties and responsibilities as the Board may delegate to the Vice-President Student Affairs from time to time.

GP-5: EXITING THE BOARD

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: EXITING THE BOARD

POLICY REFERENCE NUMBER: GP-5

[Adopted](#)
[Next Scheduled Revision](#)
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The Society and the Board are interested in hearing from exiting members of the Board and in acquiring feedback from those members on their experience as members. This feedback is of immense value to the Society.

The Board shall:

1. assign a Board representative to interview each exiting Director,
2. each interview will be conducted according to a standardized process and format, and
3. preserve and make those exit reports available to the incoming Board of Directors.

GP-6: BOARD COMMITTEE PRINCIPLES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE PRINCIPLES

POLICY REFERENCE NUMBER: GP-6

Adopted
Next Scheduled Revision
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Board committees, where used, will be used for the purpose of helping the Board do its job and not interfere with the delegation of the Board to the Chief Executive Officer – Board-Management Delegation Policies. These principles apply to any Board affiliated committee irrespective of their designation; however, they does not apply to an operational group formed by the Chief Executive Officer.

Board committees shall:

1. help the Board do its job,
2. prepare policy alternatives for the Board, with relevant analysis of the implications of those alternatives,
3. conduct its business with a focus on the organization as a whole, and
4. be used sparingly, and normally in an ad-hoc capacity.

Board committees shall not:

5. advise staff,
6. have direct dealings with staff operations,
7. speak or act for the Board, except:
 - a. where explicitly authorized to do so, and
 - b. where a clearly defined time limit to do so has been established,
8. exercise any authority over staff, including the Chief Executive Officer, or
9. monitor organizational or departmental performance.

GP-7: BOARD COMMITTEE STRUCTURE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE STRUCTURE

POLICY REFERENCE NUMBER: GP-7

[Adopted](#)
[Next Scheduled Revision](#)
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A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as its task is complete. Each Board committee needs to develop a terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Advocacy Committee
 - a. The Advocacy Committee will focus on the organizational advocacy priorities.
2. Governance Committee
 - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
 - a. The Finance and Audit Committee will focus on the financial condition of the Society.

GP-8: BOARD TRAINING, DEVELOPMENT, AND TOOLS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD TRAINING AND DEVELOPMENT

POLICY REFERENCE NUMBER: GP-8

Adopted
Next Scheduled Revision
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The Board will invest in its governing capacity, and will be provided with:

1. mandatory and regular training and retraining sessions,
2. engagement mechanisms and processes to ensure a direct communications conduit with the Society membership, and
3. the administrative tools necessary to its function (e.g. stationary, website, meeting handouts, computers).

GP-9: ANNUAL PLANNING

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: ANNUAL PLANNING

POLICY REFERENCE NUMBER: GP-9

Adopted
Next Scheduled Revision
Previous Revisions

To govern in a manner consistent with Board Policies, the Board will adopt and adhere to an Annual Board Plan that:

1. provides for a review of the Ends Policies, and
2. provides education and training components that will contribute to the continual improvement of Board performance.

The Annual Board Planning Cycle shall:

1. span from May 1st to April 30th of the following year,
2. begin with the development of the Board Plan for the coming year, a process that will include:
 - a. consultations with selected groups of the Society,
 - b. training in Policy Governance,
 - c. other items brought forth by a Board member for consideration,
3. include consent agenda (i.e. a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item) items to be dealt with by the Board as expeditiously as possible, and
4. include monitoring of the Chief Executive Officer.



AGREEMENT TO ADHERE TO THE SFSS BOARD POLICIES

I, _____ (print name), have read, understood, and agreed to abide by the SFSS Board Policies.

Date

Print Board member name

Board member signature

Print CEO name

CEO signature