



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

<b>EFFECTIVE</b>	March 13, 2024	<b>SUPERSEDES</b>	Nov 23, 2014
<b>AUTHORITY</b>	The Executive Council	<b>RATIFIED BY</b>	Board of Directors

### Purpose

For a variety of purposes, the KUCSC uses interim and final reports. The reports provide a corporate record and summary of the events and issues that were addressed during the term. The reports also provide direction and a framework for people who will be employed in the positions in the future. The interim and final reports should

- 1) Reflect on the mission statements, bylaws, policies, and procedures of the KUCSC.
- 2) Provide guidance, suggestions, and recommendations for the successor, in addition to the Executive Council, Corporation, and Council members, to help move the portfolio forward.
- 3) Adhere to these guidelines to be considered an official document of the KUCSC.

### Scope

These guidelines apply to all executive members, representatives, coordinators, and commissioners associated with the KUCSC.

- Related
- Bylaw #1
- Executive Terms of Reference

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



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

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.

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

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.

### FORMAT

1. All reports must be submitted in electronic form (Word format).
2. In order to maintain consistency, as well as ensure the succession of information, all reports shall follow the following structure:

Section	Topic	Details
A	Outline the Volunteer Description and the Role	Pull this information from the terms of reference for your specific role
B	If applicable to your role, - Outline the internal committee (KUCSC) and external committee (King's) this role sits on	Outline what the committee is and the role this position plays on the committee.
C	Outlining job day-to-day	Review what the job entails day to day
D	Outlining Overview of the Year	Review each month's targets that need to be met and/or traditional events that take place each year etc
E	Goals	Outline what were the goals you set for yourself in this position and if you were able to achieve them



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

F	Problems Encountered	List the problems you encountered during your tenure and suggest (if possible) future solutions
G	Recommendations	Outline recommendations, ideas or ongoing projects for the incoming successor
H	Conclusion	Please provide any further comments that do not fit in any of the above sections. This could include important contacts, locations, or websites.

### Non - Compliance

Failure to adhere to these guidelines will result in a report not being approved by the KUCSC executive member responsible for reviewing and approving reports. Failure will also 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.

### Deadlines

Unless otherwise stated, interim reports are due by January 15th, and final reports are due on April 1st.

The KUCSC Executive shall submit their final report no later than April 1<sup>st</sup>.

1. The final honorarium will 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 30<sup>th</sup> will automatically revoke the final honorarium installment.

### Process of Approval

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

The governance officer reviews and/or approves the KUCSC executive reports.



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

### **Signature and Date**

If a hard copy of the report is submitted in addition to the electronic copy, the report shall bear the author's signature on its final page. Upon approval of the report, the portfolio head shall also sign it before submitting it to the general manager for filing.

All reports must contain the date(s) on which the report was written and the academic year for which the position was held.

### **Procedural Authority**

The Executive Council shall establish and amend further procedures as needed to ensure the effective and efficient implementation of this policy.

1. The scope of such procedures is limited to the scope of this policy.
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. A resolution of the Council may repeal any procedures ratified by the Executive Council or any subsections therein.