



Executive Committee Performance Procedure

Rationale

Executive Committee members work closely together on the day-to-day operations of Students' Council, ensuring that policies are implemented, overseeing the General Manager, and acting on behalf of Council.

Due to the day-to-day nature of these roles, these additional performance indicators are in place to establish better team dynamics and ensure the functionality of the Executive Committee is not impeded due to the performance of individuals

Definitions

Expectations

1. In Addition to the Elected Representatives Code of Conduct policy, Executive Committee members are required to work in a team and will be accountable to themselves and their team.
2. In relation to Appendix A, Performance Indicators for Executive Committee Members, the Executive Committee shall maintain a sufficient level of competence whenever possible and shall strive to reach a level of excellence.
3. Appropriate use of these performance indicators may include, but is not limited to:
 - 3.1. Informal self-evaluation by Executive Committee members;
 - 3.2. Necessary conversations between Executive Committee members when performance causes significant problems; and
 - 3.3. Official complaints of consistently insufficient performance.
4. Inappropriate use of these performance indicators may include, but is not limited to:
 - 4.1. Personal criticism at Students' Council, or during committee meetings;
 - 4.2. Overly critical behavior in any SAMU-related context; and
 - 4.3. Official complaints over trivial matters.



5. Executive Committee members who fail to meet the minimum acceptable standard of performance as laid out in Appendix A may be subject to sanctions laid out in the Elected Representatives Disciplinary Actions Policy.
 - 5.1. The process of filing a complaint based on the indicators in Appendix A follows the Conduct Complaint Process procedure.



Appendix A: Performance Indicators for Executive Committee Members

Accountability

- Insufficient: Does not follow through with promises or expectations, including meeting attendance. Makes dishonest representation of effort. Does not discuss goals and progress with Executives or provide reports in a timely manner. Neglects core responsibilities. Makes uninformed decisions.
- Competent: Provides accurate and timely reports. Meets with Executives to discuss goals and progress. Attends required meetings whenever possible. Makes informed decisions. Connects with relevant stakeholders, in cooperation with other representatives, if any.
- Excellent: Initiates consultation with relevant stakeholders. Stays current with issues which affect the university. Proactively reaches out to identify issues and opportunities. Helps others hold themselves accountable.

Transparency

- Insufficient: Willingly withholds information that is not confidential. Unable or unwilling to explain how and why decisions were made. Deliberately obscures meaning with acronyms and other jargon.
- Competent: Admits to gaps in knowledge and follows up once an answer is identified. Can clearly explain how and why decisions were made.
- Excellent: Proactively identifies gaps in knowledge. Provides clear, substantive, and appropriate information as promptly as possible. Fully understands how and why decisions were made and focuses on the most pertinent factors.

Confidentiality

- Insufficient: Discusses personal, strategic, or legal information with inappropriate parties or in careless ways. Spreads harmful rumors and gossip. Unfamiliar with Students' Association confidentiality materials.
- Competent: Discusses personal, strategic, or legal information only with appropriate parties and in careful ways. Does not spread harmful rumors or gossip. Familiar with Students' Association materials surrounding confidentiality.
- Excellent: Encourages others to respect confidentiality. Routes sensitive information to the appropriate parties promptly and carefully. Answers queries sensitively and completely within the bounds of confidentiality.



Professionalism

- Insufficient: Does not dress appropriately for meetings and events. Uses strong or disrespectful language in professional environments. Behaves inappropriately online or in person. Allows intoxicants to interfere with workplace demeanor and performance of duty. Willingly disrupts or impedes meetings. Does not attend meetings promptly.
- Competent: Dresses appropriately for meetings. Uses language appropriate to the situation, whether online or in person. Refrains from disrespectful speech, gestures, or body language. Attends meetings on time and participates as necessary. Demonstrates effort in reporting.
- Excellent: Holds to the highest professional standards of dress, grooming, speech, and behavior, as appropriate to the situation. Contributes proactive, informed participation to meetings.

Communication

- Insufficient: Does not participate in formal or informal discussion of professional issues. Does not reply to communications consistently or promptly. Does not provide coworkers or the public with clear channels of communication. Avoids or discourages others' attempts to engage them in substantive discussion.
- Competent: Communicates openly with Council. Coordinates with other Elected Representatives and stakeholders to identify emerging issues. Prepares for and participates in discussions as appropriate. Replies to communications consistently and promptly. Provides clear channels of communication.
- Excellent: Coordinates with other Elected Representatives and stakeholders to identify and address emerging issues. Seeks out relevant information. Develops and adjusts informed opinions through communication with peers and stakeholders. Takes proactive measures to be approachable, welcoming, and sincere.



Fact Sheet

Approvals:

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Related Documents and Forms: