 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	BD-03	Board of Directors
	Policy Name	Approval Date
	Executive Reporting	May 17, 2024
	Responsible	Scheduled Review
	Governance Committee	1 year

Purpose


The purpose of this policy is to set out the reporting relationship between the Capilano Students' Union executive committee and the board of directors to ensure that the board is empowered to exercise effective oversight of the executive team and to provide clear, structured reporting expectations for student executives.

Scope


This policy applies to all student executives.

Principles

1. **Membership Connection.** Student executives are accountable to the Capilano Students' Union board for the work that they do on behalf of the organization, and for their performance and conduct in how they carry out that work, and the board (including student executives) is collectively accountable for providing effective governance and oversight on behalf of the membership. Effective goal-setting and reporting are key tools for effective board governance and oversight.
2. **Informed Governance.** In order for the board to provide effective governance and oversight, student executives are expected to provide written reports to the board on at least a monthly basis at the last regularly scheduled meeting of each calendar month and to provide a brief verbal presentation on the most significant points. In order to adequately inform the board these reports must include:
 - a. Significant actions that each student executive has taken to advance the strategic plan and the annual operating plan, and any specific assistance or support that the board can provide to support that work;
 - b. Significant actions that each student executive has taken to carry out the mandate of that portfolio as established in the bylaws and board policy, not otherwise connected to the strategic plan or annual operating plan;
 - c. A list of meetings attended, including summaries of meetings that the student executive held with university or government officials, or any other organization's representatives, on Capilano Students' Union business;

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- d. Significant challenges or barriers that the student executive is facing in carrying out the work of the organization, and for which the student executive believes that the board may be able to provide support;
 - e. On a monthly basis at the last regularly scheduled meeting of each month, whether or not each student executive has contributed (or expects to contribute) at least 80 hours to portfolio work during that calendar month and, if not, an explanation for the variance (and, if a student executive reports that they expect to contribute at least 80 hours, and then are unable to do so, a note of this and an explanation in the next report);
 - f. On a monthly basis at the last regularly scheduled meeting of each month, beginning in September and for each calendar month afterward, a status update on progress made toward the goals that the board has approved for that student executive during the August goals report; and
 - g. Any other matter requested by a motion of the board.
- 3. Goal-oriented.** In addition to providing a monthly report to the board during the month of August, a student executive must submit to the board a list of goals that they intend to achieve before the end of the program year (until May 31), and those goals may be approved, amended, or rejected by the board. Goals may be individual or collaborative across portfolios. Updates on progress toward these goals must be included in all monthly reports after that. Goals must include action items assigned to a student executive in the annual operating plan.
- a. When submitting the executive team’s goals to the board, the president may, in consultation with appropriate student executives and the executive director, include a list of proposed collaborators from among members of the board and, upon approval, those collaborators are mandated to support the respective student executive in the pursuit of those goals.
 - b. In the month of January, or whenever else it is requested by a motion of the board, a student executive must submit any necessary revisions to goals, subject to approval, amendment, or rejection by the board.

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- 4. Effective Transitions.** Instead of providing a monthly report to the board during the month of May, and as a condition of receiving final pay pursuant to the [board fees and expenses policy \(OP-04\)](#), a student executive must submit an exit report to the board. In order to adequately inform the board, contribute to the organization’s annual board records, and to support the orientation of a student executive’s successor (where applicable), these reports must include:
- All elements typically required of a monthly written report;
 - The final status and results of the goals that the board had approved for that student executive, including whether or not it was ultimately achieved;
 - Recommendations for consideration and action by the student executive’s successor (if applicable) or, if the student executive has been re-elected to the same role, lessons that they intend to apply in the next board term; and
 - Any other matter requested by a motion of the board.
- 5. Accountable.** Student executives are accountable to the board for providing reports that satisfy the requirements of this policy. Failure to provide monthly reports without an explanation that is satisfactory to the board may result in withheld pay under the under the [board fees and expenses policy \(OP-04\)](#) and other sanctions under the bylaws or the [board ethics and conduct policy \(BD-01\)](#) which could include initiating the process for removal from office.

Delegation

The board delegates to the governance committee the responsibility for developing executive reporting procedures to support this policy, provided that any such procedures must be approved by the board before they take effect. The board delegates the administration of this policy, including furnishing templates to student executives to assist them in complying with this policy’s requirements, to the executive director.

Review and Monitoring

The governance committee monitors compliance with this policy, and is responsible for annually reviewing this policy and recommending necessary updates to the board.

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Related Laws, Policies, and Procedures

- [Societies Act](#) (British Columbia)
- [Policy BD-01: Board Ethics & Conduct](#)