


Reporting Accountability Procedure		
Parent Policy:	Governance and Oversight Committee Terms of Reference	
Related Documents:		
Approval Authority:	Governance and Oversight Committee	
Passed:	April 09, 2024	
Amended:	--	

1 Purpose

- (1) The purpose of this procedure is to:
 - (a) further outline **SLC Members'** official reporting duties as provided per **Union Bylaw**; and
 - (b) guide the **Committee's** evaluation of **SLC Members'** official reporting duties.

2 Definitions

- (1) In this procedure:
 - (a) "**Active Member**" is defined per the **Union Bylaw**;
 - (b) "**Committee**" means the Governance and Oversight Committee;
 - (c) "**Elected Official**" is defined per the **Union Bylaw**;
 - (d) "**Executives**" means the positions established per the **Union Bylaw**;
 - (e) "**President**" means the **Executive** position established per the **Union Bylaw**;
 - (f) "**SLC**" is defined per the **Union Bylaw**;
 - (g) "**SLC Member**" means a member of **SLC**; and
 - (h) "**SU**" is defined per the **Union Bylaw**.

3 SLC Members Reporting

- (1) **SLC Members** are responsible for submitting:
 - (a) A monthly written report for the months of September through to April; and
 - (b) A spring/summer written report covering the months starting May through to August.
- (2) **SLC Members** written report must outline their activities and their outcomes including:
 - (a) engagement with University, **SU** and non-**SU** committees, taskforces, working groups and implementation circles;

- (b) a list, timeline, and status updates on their annual goals and initiatives;
 - (c) emerging issues or notable concerns and achievements that impact the quality of student life and learning;
 - (d) specific actions to improve student engagement with their faculty and the **SU**; and
 - (e) any additional information or upcoming events of which students should be aware.
- (3) **SLC Members** will ensure that their written report:
- (a) outlines their duties and activities undertaken during the relevant timeframe as follows:
 - (i) duties and activities undertaken in the previous month for the current monthly written report; and
 - (ii) duties and activities undertaken within the months starting May through to August, inclusive of both May and August, for the spring/summer report;
 - (b) provides information that is accurate and understandable for **Active Members**;
 - (c) focuses on activities relevant to their role as an **Elected Official**; and
 - (d) maintains confidentiality where necessary.
- (4) **SLC Members** are responsible for ensuring that their written report is submitted to the General Manager or designate for editorial revision on the last Friday of the month in which it is due, unless the last Friday of that month falls on a day on which the SU is closed, in which case the written report will be due on the previous SU business day.
- (5) The General Manager or designate is responsible for ensuring all written reports received from **SLC Members** are published on the **SU** website the following month.

4 Evaluation of SLC Members Reporting Duty

- (1) Following the initial striking of the **Committee**'s membership, the **Committee** chair will assign a designated number of **SLC Members** to each **Committee** member for monitoring and evaluation of their reporting duty.
- (2) The **Committee** chair will ensure that an **SLC Member**'s reporting is always monitored or evaluated by at least two **Committee** members.
- (3) A **Committee** member who is also an **SLC Member** will not monitor or assess:
 - (a) their own written reports; or
 - (b) written reports for **SLC Members** within their faculty.
- (4) **Committee** members are required to monitor and evaluate **SLC Members**' reporting based on the following metrics:

- (a) an **SLC Member's** submission record; and
 - (b) the quality of an **SLC Member's** written reports.
- (5) Upon publication of **SLC Members'** monthly or spring/summer written reports on the **SU** website, the General Manager or designate will notify the **Committee** that the written reports are publicly accessible for evaluation.
- (6) **Committee** members shall, within 10 business days, review and return their assessment of **SLC Members'** written reports to the General Manager or designate.
- (7) The General Manager or designate may review and evaluate written reports of **SLC Members**:
- (a) upon request from the **Committee** chair; or
 - (b) to resolve conflicting assessments of an **SLC Member's** written report by **Committee** members.

5 **SLC Members' Non-Compliance with Reporting Duty**

- (1) Where appropriate and possible, concerns about an **SLC Member's** non-compliance with their reporting duties should first be dealt with informally with:
- (a) the **SLC Member** and a designated Executive, if the non-compliant **SLC Member** is a faculty representative;
 - (b) the **SLC Member** and the **President**, if the non-compliant **SLC Member** is an **Executive**;
or
 - (c) the **SLC Member** and the **Executives**, if the non-compliant **SLC Member** is the **President**.
- (2) A remedial period determined by the **Committee** will be communicated to the non-compliant **SLC Member** to:
- (a) provide a learning opportunity and adequate time for the **SLC Member** to improve compliance with their reporting duty; and
 - (b) monitor the **SLC Member's** written reports and verify if there has been an improvement in the **SLC Member's** compliance with their reporting duty.
- (3) Where the **Committee** observes no progress in the non-compliant **SLC Member's** reporting duties after a determined remedial period, the **Committee** may issue a written notice to the non-compliant **SLC Member** which specifies:
- (a) the reason for the written notice;
 - (b) remedial action(s) requested of the **SLC Member**; and
 - (c) timeframe to comply with identified remedial action(s).

- (4) Where the **Committee** observes no progress following the issuance of a written notice to the non-compliant **SLC Member**, the **Committee** may vote by two-thirds majority to submit a formal recommendation to the **President** or an Executive, to initiate an official complaint against the non-compliant **SLC Member**.

6 Review

- (1) The Governance and Oversight Committee is responsible for reviewing this procedure at least once every three years.

History:

- April 09, 2024 (Students' Legislative Council¹): Approved and enacted.

¹ This Procedure was presented to and approved by the Students' Legislative Council because the Governance and Oversight Committee had concluded its operations for the 2023/24 year as of the referenced date.