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 Council\(^1\)): 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.