

Governance Transitions

Policy Type

Board Governance Policy

Purpose

To facilitate the transfer of knowledge, provide consistency from year to year, and empower the incoming Executives and Directors to act effectively in their roles.

Definitions

The **Board**, or the **Executives**, refers to the Executive Board as that consists of the President, VP Internal, VP External, and VP Student Services.

Policy Statement

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1. Orientation and Training

- 1.1. Within two weeks following an election or appointment, Directors and Executives must be provided with governance resources, including but not limited to TKUSA Bylaws, policies, procedures, and information pertaining to the General Council and Robert's Rules of Order.
- 1.2. Mandatory training sessions must be organized by the Executive Director for the end of the term, typically taking place after final exams are concluded.
- 1.3. Outgoing executives must establish transition meetings with incoming Executives, no later than April 30th each year.
- 1.4. Further training on Board governance, legal responsibilities and liabilities, Robert's Rules of Order and meeting procedures, leadership, and team building must be scheduled throughout May.

2. Summer Retreat and Planning

- 2.1. Executives are obligated to collectively book a weekend with the Executive Director over the summer, for a team-building retreat and Strategic Planning session.

Fact Sheet

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