



Brock University Graduate Students' Association

Document 022B

The Graduate Students' Association Past-President Policy

Name:

1. This Document shall be known as the "Past-President Policy"

Purpose:

2. Succession planning is critical for the stability and success of an organization. For the Graduate Students' Association, this need is amplified given the rate at which the executive experiences turnover, as well as the shifting priorities and responsibilities of its individual members. To ensure stability in leadership and oversight of the association, the Past-President shall provide mentorship and support for the newly elected President as well as incoming executive committee members.
3. As the previous President continues to serve as the Graduate Student Representative on the Board of Trustees and as a non-voting member of the University Senate beyond their term of office with the GSA, it is important that the GSA continue to have a role for this individual within the organization to ensure accountability and provide a framework for the actions of an individual who is still a representative on the highest governing body of the university without any formal attachment to the GSA.
4. The role of the Past-President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Directors, to support the President in their role, and to provide continuity to the organization by providing historical context for issues.
5. The role of the Past-President is intended to be defined and developed within the context of the needs of the President and the Executive Committee.

Qualifications of the Past-President:

6. Have normally been the most recent President to have served in the role.

Appointment of the Past-President:

7. The appointment shall normally be automatic, with the current President becoming the Past-President on May 1st upon the expiration of their term of office on April 30th, unless circumstances do not allow this transition to take place. Should the President's Office be vacated mid-term the term of the Past-President shall begin upon the confirmation and acceptance of the vacancy.

Term of Office of the Past-President:

8. The Past-President's term shall normally be for the twelve (12) months immediately following their term as President.
9. The term of the Past-President shall not normally extend beyond twelve (12) months, normally terminating on April 30th in the year following their appointment.



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10. The term of the Past-President may be renewed, upon approval of the executive committee, provided that the member seeking renewal remains the most immediate Past-President, or they remain the most immediate Past-President interested in fulfilling an additional term as Past-President.
11. Should a situation arise whereby the immediate Past-President is not willing or able to fulfill the role of Past-President, and the GSA require the role to be filled, the Board of Directors may extend the invitation to a previous Past-President.

General Responsibilities of the Past-President:

12. Serve as ex-officio, non-voting member of both the Board of Directors and as an Officer and full member of the Executive Committee. They shall also act as a general resource for the association upon request.
13. The Past-President provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association. The Past-President provides general mentorship and supports the President, Deputy President and/or the President-Elect on an as-needed basis.

Specific Responsibilities of the Past-President:

14. Support, upon request, the President and the GSA in ensuring the effective functioning of the organization by:
 - a. Assisting in broadening, developing, and reaching consensus and various topics of discussion,
 - b. Acting as an ambassador for the GSA and assisting in the development of connects and relationships with various members of the university and broader communities.
 - c. Facilitating relationships with, and communication among Executive and Directors,
 - d. Representing, the GSA meetings or events (including convocations), at the request of the President or when the President is unable for any reason to perform their duties,
 - e. Continuing to advocate for graduate students and the graduate students' association, wherever and whenever possible,
 - f. Providing a historical context for decision-making and revising planning, objectives, etc.,
 - g. Acting, as a resource for the Governance/Elections/Nominating Committee in the annual recruitment and nomination of new members for the Board of Directors,
 - h. Serving as the GSA Representative on the Board of Trustees until the completion of the board year, normally June 30th of a given year, unless further extended by the GSA Executive Committee.
 - i. Serving as the GSA ex-officio senator on the University Senate until the completion of the Senate term, normally the last day of Spring Convocation.



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- j. Serving, if designated, as a Special Advisor on any projects or initiatives tasked to them by the President, Executive Committee or Board of Directors.
- k. Providing reports, where required, on their activities, to relevant stakeholders, including but not limited to, Board, Executive, etc
- l. Performing any other responsibilities as assigned by the President, the Executive Committee, or the Board of Directors.

Performance Appraisal Team:

15. The Past-President shall have a performance appraisal team consisting of themselves, the GSA Board Chair and Executive Director.
16. The performance appraisal team shall consult with the GSA President, where required.

Performance Appraisal and Remuneration:

17. The Past-President shall, in consultation with the President, Board Chair, and Executive Director, establish annual goals supportive of the GSA's Strategic Plan and related commitments.
18. The role of the Past-President shall not normally require more than five (5) hours per week for the duration of the appointment. These hours shall be eligible for compensation, pursuant Document 001. The appraisal team shall set out the hours and the goals of the Past-President prior to the commencement of the term in which they are to take effect.
19. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for compensation.
20. The Past-President shall have their performance evaluated by their appraisal team.
21. The Past-President may be included on items within the SA/AP but must always be a supporter and not a lead on any specific item. They may be included on up to three (3) SA/AP goals annually.
22. Performance appraisal shall be conducted through a process similar to that which is laid out for the remaining executive in Document 029 but shall be adjusted by the appraisal team where required.
23. Specifically, the Past-President shall have the following weighting assigned to each of their performance categories:
 - a. Completion of Role as Outlined: (50%)
 - b. Completion of SA/AP Goal (if one exists): (25%)
 - c. Completion of all other Goals assigned: (25%)
24. If no SA/AP goal is assigned the remaining percentage shall be reflected within the percentage of all other Goals assigned.
25. Completion of the role as outlined shall not exceed a fifty percent (50%) weighting.