**Smith Commerce Society General Assembly**

**Sunday, February 28th, 2021**

Queen’s University is situated on the unceded traditional lands of the Anishinaabe, and following a forced relocation, the Haudenosaunee, peoples. To this day, it continues to be the home of the Anishinaabe and the Haudenosaunee peoples, as well as for a significant Métis community and First Peoples from other Nations across Turtle Island. In 1783, this land was colonized through the deed known as the “Crawford Purchase”. In return for this large, broad, and vague claim to territory, the Crown made a disproportionate payment in the form of blankets, clothing, guns, and ammunition.

As Commerce students, we urge you to think about how the success of Canada’s economy is directly dependent on the oppression and violent colonization of Indigenous peoples. Canada’s abundant natural resources have traditionally been stewarded and protected by Indigenous Nations since time immemorial. On the land we find ourselves on today, the Indigenous peoples protected the harvesting of land and water, along with four-legged and winged animals, with a treaty belt called One Dish One Spoon. Through the many attempts to challenge Indigenous peoples’ sovereignty over their lands and forcibly assimilate their cultures, we recognize the actions of the Canadian government as being a cultural genocide – and its effects are ongoing. As the incoming generation of young workers, it is your duty to learn about the territories you occupy, to learn about the peoples’ lands you are on, and to work towards a relationship that fosters reconciliation between all nations.

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European contact. It is also to acknowledge this territory’s significance for the Anishinaabe and Haudenosaunee peoples who lived and continue to live upon it; people whose practices and spiritualities are tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

We are grateful to be able to live, learn, and play upon these lands.

This acknowledgement is only one contribution to each individual’s personal reconciliation; for what happens on and to these lands carries greater weight. Recognizing that we must make reconciliation a priority, ComSoc Assembly will work relentlessly to develop initiatives and policy to give all Commerce student a strong understanding of the importance of Indigeneity. To us, reconciliation means using our privilege to call for greater accountability amongst ourselves and our institutions, and to call for greater action to uphold Their lands and culture’s integrity.

**AGENDA**

1. **Approval of the Agenda**
2. **Approval of Minutes**
3. **Statements by Members**
   * Michelle Kong – Vice President Student Affairs
   * Calvin Schilstra & Mac Dean – Senators
   * Georgia Rae – COMM’21 President
   * Aryamaan Ghosal – COMM’23 President
4. **Motion** 
   * Michelle Kong – ETC Rebrand
5. **Presentations**
   * Will Van Vliet – Updated Bursary Presentation

Will: Are you able to see my screen right now? Perfect. I just wanted to do a presentation on the updated bursary program. This was of interest to many people, and I have not given everyone full transparency yet. From a high level, the purpose of the bursary program is to increase financial accessibility of Comsoc conferences and external events. To use this, you must be an enrolled Smith student and are assessed on financial need. Naturally, some of the flaws of this bursary program are the student assessment of other student’s financial position. This is a very difficult position that these students are put in. This is something we want to avoid. Also, there are augmented barriers. The lengthy and convoluted process inhibits timely reimbursement and poses the risk of not being reimbursed enough. Finally, the tax obligation. Comsoc does not have the capabilities to provide T4A slips. As such, the program is now handled by the Smith Commerce Office. The fund disbursement goes through the student award office. The funds will now hit the student’s account before the conference. If you have any questions, feel free to reach out.

* Dante Aralihalli – Policy Revamp

Dante: I am going to be joined by Kayvon and Julien. We are just going to take this opportunity to update you on the policy revamp project. So, that being said, if anyone has questions feel free to reach out to any of us.

Julien: Our guiding question is how can we ensure Comsoc is best structured efficiently and effectively to represent the student body? We have been revamping the policy from the ground up. As Dante and Kayvon will get into, we are going to present the data we collected over a few assemblies to prevent an overload in information. With that, I will pass it on

Dante: I can go through this. This is once again highlighting what the deliverable is here. As you guys know, we have lots of policies. We thought that, because the policy was quite inaccessible, the policies governing things were very widely spread out. We wanted to consolidate all of these things into 3 main documents. These will be society constitution, bylaws, operations, and best practices.

Kayvon: I would be remiss if I didn’t thank Dante and Julien for their efforts. As for next steps, we intend to finish policy consolidation, pass at AGM (2/3 majority needed), and put this in effect for the next academic year.

Dante: Moving forward, we want to find new ways to deliver information and make policy understandable and accessible for everyone. Beyond the simplifications brought forward this year, we really want to see the impacts in future years. There is only so much we can do in terms of rewriting policy. The reality is that different people will take in the information and understand it in different ways and mediums. The results of the survey showed pretty low results with respect to accessibility and understandability. We really want to change this. Our second recommendation involves exploring ways to make the executive more accessible by reviewing executive compensation. Through individualized consultations, executive compensation was a common theme that came up. Most people thought that student leadership should be compensated. When this was defined from an equity perspective, this was a recognized barrier to lack of compensation. Our third recommendation is in terms of student advocacy. One thing that has consistently be mentioned for AB is the lack of advocacy work. When compared to similar student governments, Comsoc had significantly less work. The results, when this was taken to the survey, had moderate results. Our last recommendation was to retool the commissioner system to better support student organizations. While this was not quantified with the survey, it was a frequent topic within the individual conversations. I know we kind of covered a lot of things there but if anyone has any questions or thoughts feel free to reach out. Thank you guys!

1. **Motions**
   * Aryamaan Ghosal and Sam Hollinrake – ISRO
   * Sargunpreet Khurana – Privacy Policy
   * Dante Aralihalli – Review Update
2. **Close of Assembly**

Bill Le

Speaker of the Assembly

Smith Commerce Society

Emily Prpic

Deputy Speaker of the Assembly

Smith Commerce Society

**ASSEMBLY REPORT**

**Name: Seby Monsalve**

**Position:** President

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT? No**

**INCLUDED IN STATEMENT BY MEMBERS?** No

**MOTIONS TO PRESENT? No**

**DISCUSSION ITEMS TO RAISE? No**

**ASSEMBLY REPORT**

**Name: Michelle Kong**

**Position:** Vice President of Student Affairs

**Reporting Date:** Sunday, February 28th, 2021

Hi lovely people!

**March Hiring Madness Week**| This past week ComSoc put on a full week of events geared at helping first years get prepared for March Hiring! Shout out to the amazing working group: Ethan, Vic, Annabelle, Jenny, Mahir, TS Team and ESROs! Events:

**Career Mash-up |**Mel and Kira, the Interns and CROs, alongside the CAC have been planning Career Mash-up, a networking event geared towards exploring careers in different industries in a stress-free environment. The event is THIS WEEK, Wednesday, March 3rd @ 5:30pm! We have a panel of amazing alumni, followed by time to ask questions of upper years pursuing careers in various industries!

Click going and invite your friends: [https://www.facebook.com/events/463325878137572?acontext=%7B%22event\_action\_history%22%3A[%7B%22mechanism%22%3A%22search\_results%22%2C%22surface%22%3A%22search%22%7D]%7D](https://www.facebook.com/events/463325878137572?acontext=%7B%22event_action_history%22%3A%5b%7B%22mechanism%22%3A%22search_results%22%2C%22surface%22%3A%22search%22%7D%5d%7D)

**Society Events |** Congrats to the QCEI Co-Chairs who ran their annual conference February 26th and 27th! Lots of events to look forward to in the month of March including our last two conferences of the year: CEEC (7-10), QSIC (11-13).

**INCLUDED IN STATEMENT BY MEMBERS: Yes**

**MOTIONS TO PRESENT: Yes**

**DISCUSSION ITEMS TO RAISE: No**

**ASSEMBLY REPORT**

**Name: Will Van Vliet**

**Position:** Vice President of Operations

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT: No**

**INCLUDED IN STATEMENT BY MEMBERS: No**

**MOTIONS TO PRESENT: No**

**DISCUSSION ITEMS TO RAISE: Yes**

**ASSEMBLY REPORT**

**Name: Kayvon Mihan**

**Position:** Advisory Board Chair

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT?**

Hi everybody, thanks for coming out.

- Nothing substantially new to report since last week.

**INCLUDED IN STATEMENT BY MEMBERS?**

**No**

**MOTIONS TO PRESENT?**

**Yes**

**DISCUSSION ITEMS TO RAISE?**

**Yes**

**ASSEMBLY REPORT**

**Name: Calvin Schilstra & Mac Dean**

**Position:** Senators

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT:**

**ITEMS TO REPORT: Yes:**

**Hi everyone,**

We recently had a meeting of the Queen's Senate and have some matters to inform the ComSoc Assembly about.

Firstly, regarding the schedule for next year, there have been some changes from past years. There is no scheduled orientation period this coming year as it is expected too once again be online. To make up for this there will be another full week for fall reading week.

Furthermore, Principal Patrick Deane released a draft of his Committee of the Whole, a university committee for the purposes of enacting goals set out in his Report on the Conversation. This was just a draft though, so edits have yet to be made. The ComSoc Assembly will be updated as these changes occur. In this draft he laid out potential foundations of his strategy although this is not the final position.

**INCLUDED IN STATEMENT BY MEMBERS: Yes**

**MOTIONS TO PRESENT: No**

**DISCUSSION ITEMS TO RAISE: No**

**ASSEMBLY REPORT**

**Name: Angie Tang**

**Position:** Upper AMS Representative

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT:** None

**INCLUDED IN STATEMENT BY MEMBERS:** No

**MOTIONS TO PRESENT:** None

**DISCUSSION ITEMS TO RAISE:** None

**ASSEMBLY REPORT**

**Name: Joshua Cheung**

**Position:** Upper AMS Representative

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT: No**

**INCLUDED IN STATEMENT BY MEMBERS:** Yes

**MOTIONS TO PRESENT:** None

**DISCUSSION ITEMS TO RAISE:** None

**ASSEMBLY REPORT**

**Name: Georgia Rae**

**Position:** Comm ’21 President

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT:**

Hi everyone,

A few quick updates from me and Grad Committee

**Website**

In very exciting news, our Grad Committee launched our Smith Grad 21 Website this week. Big thanks to our committee member Olivia Spencer for putting it together. On it you can find links and information regarding all of our events and initiatives in one place so make sure you check it out.

**Grad Toasts with Profs**

This past Thursaday our Committee kicked off our virtual event series, Grad Toasts with Profs, featuring Jim Hamilton. The event was a great success and it was so nice to see so many people in our year come out. Next week we will be welcoming Peter Kissick and have a lot of other favourite profs lined up for the upcoming weeks.

**Comm Prom Boxes**

On Friday we launched Comm Prom Boxes for purchase on ComSoc Shop. Although we are unable to celebrate in person this year, we are encouraging everyone to do so at home on March 28th, in accordance with health guidelines in the region and those set out by Queen’s.

**Grad Rings**

In my monthly email that was sent out on Friday I provided an update regarding grad rings. They official Smith design can be purchased through Fiancee Jewelers here in Kingston either online or in person. There is also domestic and International shipping available. If you or anyone you know missed the link in my email, it can also be found on the SmithGrad21 Website.

**COMMitment**

Commitment fund selection wrapped up, and our year has decided on the ComSoc EDII fund. I will be hosting a kickoff event with the Alumni office in the next two weeks. Our class giving page is live and can be found on our website for anyone who wishes to begin donating.

**INCLUDED IN STATEMENT BY MEMBERS: Yes**

**MOTIONS TO PRESENT: No**

**DISCUSSION ITEMS TO RAISE: No**

**ASSEMBLY REPORT**

**Name: Victoria Macerola**

**Position:** Comm ’22 President

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT:**

No

**INCLUDED IN STATEMENT BY MEMBERS:**

No

**MOTIONS TO PRESENT:**

None

**DISCUSSION ITEMS TO RAISE:**

None

**ASSEMBLY REPORT**

**Name: Aryamaan Ghosal**

**Position:** COMM '23 President

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT:** Yes

**International Student Support**

* Sam and I are back with our motion to implement a much-needed position on ComSoc - the International Student Relations Officer
* I am working on a centralized welcome package for first year international students with the CAC and other Commerce departments
* I am writing a comprehensive document on demands for international students and working with the newly elected AMS exec in handing it over to the Board of Trustees

**INCLUDED IN STATEMENT BY MEMBERS:**Yes

**MOTIONS TO PRESENT:**Yes - Implementation of ISRO Into Society Composition

**DISCUSSION ITEMS TO RAISE:**No

**ASSEMBLY REPORT**

**Name: Mahir Hamid**

**Position:** COMM ’24 President

**Reporting Date:** Sunday, February 28th, 2021

**ITEMS TO REPORT: No**

**INCLUDED IN STATEMENT BY MEMBERS: Yes**

**MOTIONS TO PRESENT: No**

**DISCUSSION ITEMS TO RAISE: No**

**ASSEMBLY MOTION**

**Being put forth by:** Aryamaan Ghosal & Sam Hollinrake

**Being put forth on:** February 28th, 2021

**WHEREAS**there is significant under-representation of International Students within the Commerce Society

**AND**this contributes to the disconnect between our International and Domestic Student Communities leading to a greater negative impact on international student experience at Smith

**BIRT**the following addition be made to Society Composition Policy to address the issue and account for the creation of two International Student Relations Officer positions on the Smith Commerce Society:

1.2.3.16  The duties of the International Student Relations Officer (ISRO) shall include the following but shall not necessarily be limited herein:

1. to report to the President;
2. to build and manage relationships with the Commerce Society stakeholders, resources and networks;
3. to guide decision-making of all ComSoc  members with a global perspective;
4. to provide a voice and act as a liaison between the Commerce Society and the International Student Community;
5. to consult with Society committees, Society members, and the Commerce Office on areas relating to supporting the unique needs of international students

**ADDITIONAL INFORMATION**

**Key Definitions:**

**ISRO:**International Student Relations Officer

**International Student:**A Smith Commerce student who is currently registered as an international student at Queen’s University (ie, is paying international tuition)

**IS:** International Student

**DS:**Domestic Student

**Resources:**[**Slide Deck**](https://docs.google.com/presentation/d/1XuSLWUQR1fWothwEOloxoK9SJTnalAwnS8h1mfSCqMU/edit?usp=sharing)**,**[**Society Composition Policy**](https://docs.google.com/document/d/1rsj2jQJk6_JgtvhKMZymcgEmRzAqBcro/edit)

**Context:**

Upon the establishment of the ‘internationalatqueens’ Instagram platform and multiple student stories being submitted regarding international student inaccessibility to opportunities within the Commerce Society during the previous 2020-2021 March Hiring cycle as well as other negative experiences that international students continue to face during virtual learning, this revealed an overall bigger consideration for the lack of representation of international students within the Commerce Society and its affiliates.

**Rationale:**

By creating a position designated for International Students to chair allows for more IS representation within the Commerce Society, opportunity for international students' concerns to be voiced and considered during key decision making periods, and allows for the growth of accessibility as well as encouragement from the entire international student community to increase their involvement within the Commerce Society.

Sam: Hi everyone. Thanks again for letting us bring this up again.

Emily: We will move straight into Q and A then. Raise your hand if you have a question and I will call on you. Julien, go ahead.

Julien: This is just questions on the motion, right? I was wondering what the rationale for putting it under the motion

Sam: A broad overlook over the whole society let us make a connection with this role a bit more seamless in the presidential portfolio.

Emily: Any more questions? Motion to move to discussion. Motion passed. Seby, go ahead.

Seby: MKV is all in favor of this motion. We think this is a really exciting motion for Comsoc being more reactive to international students. I guess a message for all of assembly is that we need to be focused on the inclusion of all students.

Kayvon: I had a chance to speak with them. The motion has great intentions. I echo everything they said.

Tara: On behalf of the incoming exec team, we are really excited for this to come to effect.

Emily: Motion to move to a vote. Motion passed.

Motion Passed (100% favor)

**ASSEMBLY MOTION**

**Being put forth by: Sargun Khurana**

**Being put forth on:** Sunday, February 28th, 2021

**WHEREAS**the Smith Commerce Society currently has no Privacy Policy document which legislates best practices, policies and procedures for handling data,

**AND** the Smith Commerce Society is currently collecting data from multiple sources including the Shop, agreements with the Registrar and students.

**BIRT**the Website Usage Policy be renamed the Privacy Policy and be amended as follows to ensure accountability and safe data storage and use.

**ADDITIONAL INFORMATION**

**Key Definitions:**

**Resources:**[Website Usage Policy](https://docs.google.com/document/d/1okJKmY4tH16uyHKx4aE0yg1X83PV6Kan/edit), [Operations Policy](https://docs.google.com/document/d/1wbgJY24Kg03H4y_AUzNeBsmYPILosaVE/edit), [AMS IT Policy](https://myams.org/wp%20content/uploads/2018/04/InfoTechPolicy.pdf), [AMS Procedures Policy](https://myams.org/wp-content/uploads/2018/04/ProceduresPolicy.pdf), Agreement Regarding the Release and Use of Student Information (ComSoc x Registrar) and the [Queen’s Information Protection Privacy Policy](https://www.queensu.ca/secretariat/policies/administration-and-operations/access-information-protection-privacy-policy).

**Context:**After reviewing our current Website Usage Policy which effectively serves as the Society’s Privacy Policy, we concluded that the Policy was not sufficient for our usage or standards and decided it needed an overhaul.

**Rationale:**When dealing with private data, it is essential it is collected, stored and used in a safe and secure manner. In addition, when receiving data from the University or other sources there are certain standards that we have to meet to ensure we are in compliance with laws, guidelines and contracts. This is accomplished through our new Policy.

Sargun: Essentially, Seby and I were talking about how we had no best practices for data storage. This new policy is intended to provide a foundation for this. Starting with the table of contents, I got rid of a lot of sections of the policy. As you can see, I got rid of accountability, renamed collection, and got rid of accessibility. The preamble has been modified to reflect previous changes. The consent is a bit of legal ramble. When we want to collect data from people, we usually have to send them this policy to agree to. It basically just clarifies and simplifies some of the information here. I have decided to add in all the date we do actually collect. This next section on data collection is the bulk of what I changed within the policy.

Emily: We will move into Q and A

Calvin: Great presentation. I was just wondering about the accessibility section. If we pass this motion, the accessibility portion will be removed?

Sargun: Correct. This accessibility component is something we aren’t actually following right now. If it is passed, AB will introduce a new accessibility portion. At this moment, it is not really actionable for us to enforce.

Emily: Any more questions? Motion to move to discussion. Motion passed.

Michelle: I just wanted to say that MKV is all in favor of this motion. It is really exciting to see our younger members bringing these initiatives forward.

Dante: I just wanted to address Calvin’s question a little bit. We reviewed the policy with Sargun and it is perfectly aligned. In terms of the accessibility piece, if we view it as is, it is not a part of our operations. We are going to take a look at how we can enforce this piece and ensure accessibility is ensured in the future. Last point is that AB is fully in favor of this motion.

Emily: Motion to move to a vote. Motion passed.

Motion Passed (100% favor)

**ASSEMBLY MOTION**

**Being put forth by:**Dante Aralihalli

**Being put forth on:** Sunday February 28, 2021

**WHEREAS**the Advisory Board executive review process passed earlier in the academic year now requires probationary benchmarks to be set as stipulated in November’s motion

**AND**full end-of-year reviews are deemed only necessary for those executives that fail to meet the benchmark

**BIRT**that section 3.2 of Operations policy to be amended as outlined below.

**ADDITIONAL INFORMATION**

**Key Definitions:**N/A

**Resources:**[Operations Policy](https://drive.google.com/file/d/1wbgJY24Kg03H4y_AUzNeBsmYPILosaVE/view?usp=sharing)

**Context:**This motion sets the probationary benchmark at 60% and stipulates that only those executives that fail to reach at least 60% in their mid-year review must go through a full end-of-year review. This motion also defines that all other executives will have their outgoing and incoming co-chairs meet with the outgoing and incoming AB Director and Commissioner to review the year’s performance and set goals for the upcoming academic year.

**Rationale:**Given that the new review process is much more detailed and time-consuming than the old process, and end-of-year reviews have consistently brought little value as co-chairs cannot act on recommendations in their outgoing capacity, this process ensures a clear flow of information and communication between the executive and ComSoc without overburdening an already busy time of the year.

3.2.1  Executive Review

Each committee will participate in a mid-year ~~and end of year~~ review, administered by the Advisory Board and the Commissioners. Underperforming committees will also be required to participate in an end-of-year review to assess progress and determine appropriate probationary steps.

The following questions will be sent to Co-chairs in advance of the review:

1. What is the executive size & structure (including a breakdown of each role)?
2. How many returning executive members were there this past year, and how many applicants applied during general and frosh hiring?
3. What is the breakdown of the executive’s social structure (are members skipping meetings and/ or socials?)
4. How much time do executive members contribute to the club per week on average?
5. What were the strategic goals for the year?
6. What actionable items do the co-chairs want to tackle and how will the success of these initiatives be measured?
7. Does the executive feel these goals are being achieved?
8. How many events did you run and what were attendance numbers? What was the delegate breakdown - gender, faculty, year? What was the delegate fee? How much has the fee changed year over year?
9. How much total sponsorship materialized versus the sponsorship target?
10. How successful do you as Co-Chairs rate your conference/ event?
11. What is your transition plan? How are you currently storing Executive files? Have all internet accounts (login details, etc.) been passed on to the new Co-Chairs?
12. What will the value proposition be in five years?
13. What does the executive culture look like? Has a culture shift been necessary to address equity issues in the past?
14. Overall, is the executive on track to meet their equity goals and do your actions match your vision? (Were your goals and vision disruptive and do your actions match?)
15. What steps are being taken, if any, to become environmentally sustainable?
16. Do you have any other comments or concerns to share with the comsoc team?

The following questions will be sent to the rest of the executive in advance of the review:

1. How many hours per on average week do you spend on this committee? (We understand that it can be cyclical, however during an average week how much time do you spend)
2. How would you rate the quality of your work on this team?
3. How would you rate the executive culture?
4. Do you feel the executive has made significant progress towards its goals and if not, please elaborate.
5. Do you have any additional comments? If you want someone from ComSoc to get in touch please leave your name and contact information.

After the review is conducted, the review results will be quantitatively assessed based on the following matrices:

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| --- | --- | --- | --- | --- |
| **Goals & Vision** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Strategic Goals (1) | Strategic Goals are strong- clearly outlined, and align with their mandate | Strategic Goals are outlined and appropriate but need modification to be strong | Strategic Goals are outlined but need significant work | No strategic goals outlined |
| Initiatives (2) | Executive has taken on actionable items to address strategic goals and has used KPIs to measure their success | Executive has begun to taken on actionable items to address strategic goals and has outlined how to measure their success | Executive has outlined actionable items to address strategic goals | No actionable items outlined |
| Executive Buy-In (Survey) (2) | Executive members have a clear understanding of their strategic goals and believe progress has been made to achieve them | Executive members have some understanding of their strategic goals and believe some progress has been made to achieve them | Executive members have some understanding of their strategic goals but feel little progress has been made to achieve them | Executive members have no understanding of their strategic goals or they feel no progress has been made to achieve them |

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| --- | --- | --- | --- | --- |
| **Equity** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Financial Accessibility (2) | Executive leveraged every tool at their disposal to make events as low-cost for students as possible | Events were generally financially accessible, however, more effort could have been made to lower costs | Attempt was made to lower event costs for students | No attempt was made to make events more financially accessible |
| General Accessibility (1) | Executive followed all the ComSoc accessibility guidelines that were delivered at the beginning of the year | Most accessibility guidelines were adhered to | An effort was made to be accessible | No effort was made to be accessible |
| Progress on Equity Goals (2) | Executive has made significant strides to achieve its equity goals and has gone above and beyond to ensure equity is an utmost priority | Executive has made reasonable progress  on its equity goals | Executive has made minimal effort to achieve its equity goals | No effort was made to achieve the executive's equity goals |

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| --- | --- | --- | --- | --- |
| **Event Success & Reach** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Event & Strategic Goals (2) | Planned events for the year match the Executive’s mandate and aid in achieving the club’s goals | Planned events for the year match the Executive’s mandate but don’t necessarily advance the club’s goals | The club held events | No events held |
| Event or Program Attendance (2) | 80+ unique commerce students reached (excluding Executive members) | 20-79 unique commerce students reached (excluding Executive members) | <20 unique commerce students reached (excluding Executive members) | No events held |
| Event Sanctioning (1) | All events appropriately sanctioned |  |  | Held at least one unsanctioned event |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Value to Students** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Executive Workload (2) | Executive members have sufficient work (3-5 hours a week) and work is balanced across the executive | Executive members have sufficient work but the workload could be more balanced across their executive | Executive members have insufficient work | Executive members have no work |
| Executive Culture (1) | Executive culture is strong and most executive members attend most meetings and socials | Executive culture is relatively strong with only minor issues with executive attendance | Executive culture is not strong and there are significant attendance issues | Executive members regularly skip meetings and socials |
| Value to Student Body (2) | Students are highly benefited- opportunities and/ or experiences are unique and disruptive within the society | Students are benefited- opportunities and/ or experiences are well-received but not necessarily disruptive | Students are somewhat benefited but opportunities and/ or experiences are not unique and provide little value | Opportunities and/ or experiences are either nonexistent or add no value to the student body |

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| --- | --- | --- | --- | --- |
| **Future Viability** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Executive Purpose Value Proposition (1) | Proven value proposition— five-year position is relevant | Value proposition is proven but five-year position lacks relevancy | Value proposition needs significant modification to ensure relevancy | No value proposition outlined |
| Financial Stability (3) | Proven ROI on ComSoc funds & sponsorship revenue generated | Proven ROI on ComSoc funds & attempt is made to generate sponsorship revenue | ROI on ComSoc funds is limited | No ROI on ComSoc funds |
| Sustainability (2) | Executive has taken significant strides towards becoming sustainable and has taken every step to ensure sustainability in the future | Executive has identified ways to improve sustainability in the future and has begun to outline an implementation plan | Executive has outlined ways it can or it has improved sustainability, but has not outlined a sustainability plan for the future. | No actions have been taken to be more sustainable or ensure sustainability in the future. |

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| --- | --- | --- | --- | --- |
| **Future Viability (cont.)** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Executive Transition Plan (2) | Co-Chair Transition Meeting planned/occurred with all present    Transition Plan in place and documented for all roles | Co-Chair Transition Meeting planned/occurred without all present    Transition Plan in place and documented for most roles (>66%) | No Co-Chair Transition Meeting planned, despite outgoing Co-Chair attempts    Transition Plan in place, but not for most roles or not documented | No Co-Chair Transition Meeting planned or did not attend initial transition meeting    No Transition Plan |
| Digital Continuity (2) | All past files on centralized, cloud-based service    All internet account details transferred | Most, but not all, past files on centralized, cloud-based service    Most, but not all, internet account details transferred | Limited, but not all, past files on centralized, cloud-based service (i.e. missing key documents or positions)    Internet accounts not transferred | No record of past files, or files not on centralized, cloud-based service    Internet accounts not transferred |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ComSoc Relations** | Exceeds Requirements (5) | Meets Requirements (3) | Attempted to Meet Requirements (1) | No Attempt Made (0) |
| Communication with ComSoc (2) | Always timely (< 7 days response) and respectful | Generally timely, but always respectful in communication | Generally respectful and timely communication | Was consistently tardy (> 7 days response) and/or rude, or disrespectful |
| Abidance with ComSoc Policy (excl. ComSoc Shop) (3) | Fully abided by ComSoc policy |  |  | Did not abide by ComSoc policy |
| Use of ComSoc Shop (1) | Used ComSoc Shop for all hiring and events | Used ComSoc Shop for all hiring, but not all events | Used ComSoc Shop for all hiring, but not all events, and did not require candidates to accept positions in ComSoc Shop | Did not use ComSoc Shop for Hiring |

 

Administration:

1. After the Advisory Board & Commissioner completes its executive review, the Co-Chairs must be sent a copy of the review report.
2. The review report must outline a rationale for the score in each category and if an executive receives below a **60%**for any category, the director and the commissioner would meet with the co-chairs to discuss next steps.
3. **If an executive receives below a 60% on its total score at mid-year, they will be required to undergo a detailed end-of-year review to determine if any identified concerns have been rectified. If an executive continues to receive below 60% at year end, the probationary process will be initiated. The reasons must be outlined, and a Director must meet with both the Co-Chairs and relevant Commissioner to discuss probationary terms.**
4. **The Advisory Board is required to conduct a full end of year review for all underperforming committees which include any executive on probation or any executive that scored below a 60% in its mid-year review.**
5. If an executive on probation repeatedly receives a **failing total score** or failing score on the same criterion, the Advisory Board, Commissioner, and VPSA will discuss deratification.
6. **It is required that incoming co-chairs participate in end of year reviews.**

Mid-Year Review

The purpose is to update and inform the Advisory Board and Executive on the committee’s performance thus far, including events held, events being planned, as well as performance with respect to goals set. The mid-year review gives the Advisory Board an opportunity to give feedback, both positive and constructive, to each committee and to give the committee time to perform should there be the possibility of probation.

End of Year Review

The purpose is to update and inform the Advisory Board and Executive on underperforming committees’ activities and future viability at the end of year. At this point the Advisory Board will determine whether a committee should be placed on probation.

3.2.2  Administration

Mid-Year Review

The mid-year review will be conducted in mid-November (unless a committee hires off-cycle) and will be administered by the Advisory Board Chair. Feedback will be provided before the start of the winter semester. Any committees identified as failing their overall review will meet with their respective commissioner, Advisory Board Director and the VPSA before the upcoming semester to discuss terms of probation.

End of Year Review

The end of year review will be conducted in mid-March (unless a committee hires off-cycle) and will be administered by the Advisory Board to underperforming executives. Any committee that is failing in the same evaluative area from the mid-year review will meet with their respective Commissioner, Advisory Board Director and the VPSA to discuss terms of probation. Any committees identified as failing their overall review will automatically be placed on probation.

**All other executives will be required to have their incoming and outgoing co-chairs meet with the incoming and outgoing AB Directors and Commissioners to reflect on the previous year and set goals for the upcoming academic year.**

Probation Year

If a committee fails their mid-year review, and by the end of year review substantial improvement has not been made in failing criterion, the Vice President Student Affairs or Advisory Board Director of the respective committee will present to assembly the proposal for probation. Before coming before assembly, the VPSA and/or Director will meet with the Commissioner as well as both the outgoing and incoming Co-Chairs. Probation year should only be put into effect if a committee has failed their overall review with significant failings in one or more evaluative areas or failed both their mid-year and end of year review.

3.2.3  Participants

* All Commissioners
* Advisory Board
* Vice President Student Affairs
* Co-Chairs of Committees

Dante: Back when we changed the AB review process in November, the process was originally a colour system. When changing this, we wanted to go through what a good benchmark would be. After going through the mid-year review, we decided that a 60% after AB review would be a good way to see what committees were working under what they should be. Through this change, we have certainly made it a lengthier and more time-consuming process. However, the value we have derived with this new process has been substantially higher than any year prior. The action plan we have been able to come up with have been far more helpful for co-chairs. Given the context of the new process, we decided that most committees that have been doing well don’t need to go through this process twice a year. We have been deciding how we wanted to go through this end of year review process. We have been able to consult some co-chairs and commissioners throughout this process. The feeling across different stakeholders is that this will help to create a more robust process and help to keep communication lines open from the very beginning. This being said, the one thing that is staying is a full review process for committees already on probation and for committees operating below 60%. So, we can go through this line by line. It was sent to everyone. If anyone has any questions, feel free to jump in. So, that’s it.

Emily: Awesome. Move to Q and A.

Nicholas: I don’t have any questions per say, but I think they did a great job of the review process. The co-chairs really appreciated getting a score and a set of recommendations. Everything is clear here. Great job everyone on AB and to Dante.

Emily: Any more questions? OK, motion to move to discussion. Motion passed.

Roya: I would just repeat what Nic said. This makes a lot of sense. Having been on AB before, our resources are better utilized with this system that Dante is proposing.

Kayvon: As Dante said, this came together rather quickly as we are approaching year-end reviews. Having decided to conduct these due to COVID, we found this was actually a better process. Issues that tend to arise at year-end, were discovered with enough change to make attempts at change.

Emily: Motion to move to a vote. Motion passed

Motion Passed (100% favor)

**ASSEMBLY MOTION**

**Being put forth by: Michelle Kong**

**Being put forth on:** February 28th, 2021

**WHEREAS** Exchange and Transfer Committee’s name is no longer reflective of the committee’s mandate, mission and vision

**AND**a rebrand would not result in significant financial impact or loss of brand equity

**BIRT**Exchange and Transfer Committee (ETC) be rebranded to Smith Global Network (SGN) as per Section 5.5 of Operations Policy.

**ADDITIONAL INFORMATION**

**Key Definitions:**

Rebranding shall be defined as a change in the name of a ComSoc ratified committee.

**Resources:**

Operations Policy Section 5.5

Sydney: Good evening, my name is Sydney.

Hannah: And, my name is Hannah May. Today, we are going to be presenting a rename of ETC.

Sydney: We are going to start by handing it over to Rachel and Raf to give a brief background.

Raf: I’m Raf. As some of you may know, CIM is Smith’s exchange body. Hence, we have always worked closely with CIM. However, before Rachel and I even joined ETC, there were issues with drinking, which made international students feel uncomfortable.

Rachel: This has caused CIM to be uneasy with the relationship. For this reason, they have requested a full rebrand.

Hannah May: There are two opportunities for strategic growth.

* 1. Increased population of international students at Smith
  2. Rebuild relationships with the Centre for International Management

We see these as opportunities to provide a better experience for incoming international students. We want to expand our scope with outgoing exchange students, so we may expand our impact as we work with CIM towards our shared values and goals.

Sydney: Smith Global Network works to ease the transition between Smith Commerce program and international communities/opportunities for students.

Hannah May: As for our target audience, we have identified 3 audience. These are incoming exchange students, outgoing exchange students, and international students.

Sydney: For our executive strutcure, we have decided to keep a similar structure as we previously had. We will keep the same director roles, while specifically have greater focused for coordinators.

Hannah May: We will continue with our existing initiatives, while also adding new outgoing exchange primers and buddy programs for outgoing exchange students. This will help to ensure that both incoming and outgoing students have the resources at their disposal to succeed within their given environment.

Sydney: As you can see, there is a great deal of growth opportunity for ETC to fulfill a greater role within Commerce.

Hannah May: Lastly, our international initiatives. We will host a virtual panel prior to these individuals beginning their semester. With this, an international student primer and assistance program. We also see an opportunity to partner with different Comsoc execs for greater benefits within our mandate and theirs.

Sydney: As for our next steps, we will do a rebrand rollout, refine hiring procedure, and establish expectations with CIM.

Hannah May: Thank you for listening.

Emily: Thank you. We will now move to Q and A. Meena

Meena: Thank you guys! I love the outgoing exchange ideas. Some of the questions I have are related to the buddy program for incoming exchange students. Do you guys have any plans for EDII for these buddies, so they can better support these students?

Sydney: Thank you for raising this. I think it is a good idea to meet with the Commerce Office to discuss potential strategies to mitigate some of the risks.

Meena: Another one for you. You said you worked very closely with the CIM. Based on this year, a lot of concerns have been raised with the CIM. I was wondering if your work with them would extend to the exchange application process? If you would like clarification, let me know.

Sydney: Typically, the exchange application process is far out of reach with what we do. Hopefully, this gap can eventually be filled through us being able to have an impact.

Raf: Something CIM always mentions is that we are the eyes and ears for the CIM. They are always looking for this type of feedback. Although this isn’t necessarily direct mission, this is definitely something we could share with them.

Emily: Anyone else? Ok, motion to move to discussion. Motion passed. I will now assign the presenters to a breakout room now. We can now start the discussion. Seby.

Seby: I just want to acknowledge something quick. I think it is great we are now seeing execs switch to the Smith name.

Emily: Meena, go ahead.

Meena: I think this brand shift is a really great idea. However, I am hoping in the future that they can work closely with the EDII team and do some more advocacy.

Emily: Will, go ahead.

Will: I think Meena highlights some next steps for this exec. With this in mind, MKV is fully in support with this position. We have met with ETC multiple times. We all went on exchange and the buddy program we saw as outgoing exchange students, and this is something that was very much missing at Smith. Lastly, as we talked about, the lack of resources for advocacy of international students, is really important. As such, we are very impressed with what they have planned and have had to say.

Emily: Ok, motion to move to a vote. Motion passed.

Motion Passed (100%)