



Policy Name:  
**Student Board of Directors' Reports**

Policy Number: A3

Policy Statement:  
SAOC requires Student Board of Directors to complete all forms of reports as outlined below.

Purpose:

Definition:

There are three (3) types of reports:

- Bi-weekly written reports to Student Board of Directors
- Oral reports to respective schools/peers
- Year-end reports that go in respective binders.

Purpose:

To provide guidelines on content and process for reporting to ensure Student Board of Directors inform the students in their respective schools.

Related Policies

Review Plan: 5 Years

Review Date: March 11, 2020

Ratification Date: March 11, 2015



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Procedure:

1. Written Reports:

- Required bi-weekly
- Summarize recent activities in areas of representation
- Submit before noon on the day of the meeting to the Office Assistant
- These reports are included in the official meeting minutes of the Students' Association

2. Oral Reports:

- Summarize recent activities in Student Board of Directors meetings for areas of representation
- It is expected that feedback and comments from peers will be brought back to Student Board of Directors' meetings
- Reports to schools/peers should be given between Student Board of Directors' meetings

3. End of Term Report:

- Each SAOC Student Board of Directors Member shall submit a written "End of Term Report" for the last meeting of the term
- Reports shall include:
  - a) An overview of their term as a Student Board of Directors member and School Representative.
  - b) Recommendations for future reference.
  - c) Activities, events, or ideas to be continued or picked up from.
  - d) Relevant information for strengths and weaknesses of your position.
  - e) Include long and short term goals for your position and Student Board of Directors.
- Failure to hand in the "End of Term Report" at the last meeting of your term will result in penalty of honorarium.
- The "End of Term Report" will be an addition to the next school representatives' Student Board of Directors binder.

Related Policies	
Review Plan: 5 Years	Review Date: March 11, 2020
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