



Policy 21
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21. Training and Transition Policy

21.1. Executives

- 21.1.1. Incoming executives will undergo 35 hours of training with their predecessor between the time of the announcement of the election results and April 30th. Additional hours are encouraged and available on a volunteer basis
 - 21.1.1.1. They will be compensated at their predecessors' rate of pay
 - 21.1.1.2. Current executives shall be permitted to use office hours to conduct training of the incoming executives.
- 21.1.2. Incoming executives will be expected to attend the last board meeting of the fiscal year as part of their training.
- 21.1.3. Incoming executives may be invited to applicable meetings during their training period after signing the TDSA non-disclosure agreement
- 21.1.4. The current Executive team shall host a training day where all current and incoming Executives are present. This will be an opportunity for the new team to get to know each other and for everyone to be given consistent information on the corporation.
- 21.1.5. Current executives must produce a transition package by the time of the last Board Meeting of the fiscal year, to be handed over to the incoming members of the executive team.
 - 21.1.5.1. All executive transition packages must include, but are not limited to:

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- 21.1.5.1.1. Introductory document
- 21.1.5.1.2. Position-focused document
- 21.1.5.1.3. Position timeline document
- 21.1.5.1.4. Peer and Personal Support document
- 21.1.5.2. Role-specific documents must include, but are not limited to:
- 21.1.5.3. For President:
 - 21.1.5.3.1. Senate & Subcommittees
 - 21.1.5.3.2. Human Resources 101
- 21.1.5.4. For VP External Affairs:
 - 21.1.5.4.1. Senate & Subcommittees
- 21.1.5.5. Check-ins shall be done with the board of directors at the December and March meetings where the board may offer feedback.
- 21.1.6. The transition bonus component, in the amount of \$500, will be decided at the final Board meeting of the fiscal year. Bonuses will be approved based on the completion of the transition package in line with this policy, as well as assessing the transition training done for the incoming executive members.
- 21.2. Board of Directors
 - 21.2.1. Incoming Board members will be given materials on Roberts Rules of Order for them to become familiar with by the time of their first Board meeting.
 - 21.2.2. Incoming Board members are expected to attend the final Board meeting of the fiscal year to be exposed to the Board processes first-hand.