



GUILD COUNCIL TRANSITION POLICY | 2013 and Beyond

Cameron Barnes | 100th Guild President

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009
president@guild.uwa.edu.au | (08) 6488 2294 | guild.uwa.edu.au

INTRODUCTION

This policy aims to implement a best practice policy to improve the long term strategic continuity of the UWA Student Guild. It involves records management, training for the new Council and opportunities to use the interregnum between elections and December 1st to prepare an incoming Council team to run the Guild. The policy also provides certain staff members with the authority they need to advise and assist a Guild President-Elect and the incoming team.

1. RECORDS MANAGEMENT

- 1.1** At the September meeting of Council, the Managing Director will provide Guild Council with a briefing on their obligations under records management legislation and the Guild's Records Management Strategy
- 2.1** Each Office-bearer should maintain an organized set of files and documents which they prepare for handover to their successor
- 3.1** The Guild President will maintain, update and prepare a "Guild President Database" which will be confidential to the Guild President office and will comprehensively outline the following:
 - a. Progress made on lobbying and advocacy efforts throughout the year
 - b. Relevant correspondence from each board, committee and working party the Guild President participated in for the year
 - c. Reports, documents and papers which will assist future Guild Presidents
 - d. A confidential "end of year" briefing for the new President to outline confidential need-to-know information

2. TRAINING FOR THE NEW GUILD COUNCIL AND GUILD PRESIDENT

- 2.1.** The Managing Director will consult both the current Guild President and the Guild President Elect in October to create a training program for the new council. The program will include:
 - a. A session on how to read budgets and prepare business cases
 - b. A session on governance and the obligations of Guild Councilors as corporate directors
 - c. A session outlining the staff and resources available to support Guild Councilors
- 2.2.** The Managing Director will prepare a full briefing for the new Guild President-Elect in October. The briefing will be confidential, may involve the current Guild President (if the President-Elect wishes) and will include:
 - a. The current set of long term strategies and plans which will impact the President-Elect's upcoming term and any necessary information associated with these plans

- b. A run-through of the Guild's financial position and the outlook for the 2014 budget
- c. A briefing on the relationship between the MD and the Council/President, including the MD's contract, KPI's and expectations
- d. Anything else deemed necessary by the Managing Director to brief the President-Elect

3. PREPARATION OF AN INCOMING GUILD COUNCIL TEAM

3.1. During the months of October and November, the Guild should capitalize on the two month interregnum by taking all reasonable steps to familiarize incoming office-bearers with their roles. These steps should include, but are not limited to:

- a. Invitation (in a non-voting capacity) to any relevant meetings
- b. Consultation on any major decisions likely to affect the next term of Council
- c. Meetings with any relevant staff (for example, the SOC President-Elect should meet with the Events Manager, the Ed Council President with the Student Assist Manager etc.)

3.2. During the months of October and November, the outgoing Guild President shall arrange meetings to introduce the President-Elect to senior members of the University's leadership team, including but not limited to:

- a. The Vice Chancellor, Registrar and other relevant members of University Executive
- b. The Director of UWA Student Services
- c. The Director of UWA Public Affairs

4. MANAGING DIRECTOR'S AUTHORITY TO OVERSEE PROCESS

4.1. Council invests authority in the Managing Director to take any reasonable steps necessary to ensure that this policy is fully implemented by November 30 of each year

4.2. The Managing Director will provide a report to the final meeting of the outgoing Council on this process, including a frank assessment of the outgoing Council's compliance with this policy