

Victoria University of Wellington Students' Association
Te Ropu Taurira o te Kura Wananga o te Upoko o te Ika a Maui Inc.



Executive Reporting Policy

1. Purpose

The purpose of this document is to ensure that the VUWSA Executive is accountable and transparent to VUWSA members. It also ensures that all Executive members are aware of the expectations that they are required to meet.

2. Organisational Scope

This is an internal VUWSA policy.

3. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Executive Officers:	The President, Vice President (Academic), Vice President (Welfare) and the Treasurer.
Executive Reporting Committee	A committee of the VUWSA Executive charged with approving Executive work reports and granting remuneration.
General Executive:	Activities Officer, Campaigns Officer, Clubs Officer, Education Office, Environmental Officer, International Officer, Queer Officer, Welfare Officer, Women's Rights Officer.

4. Executive Work Reports

4.1 Reporting

4.1.1 Each Executive member must submit to the Executive Reporting Committee a written Work Report every fortnight.

4.1.2 There is an expectation that every Executive member submits a Work Report for every period, even if no work has been completed.

4.1.3 All Work Reports must be submitted no later than 12pm on the deadline date established by the Executive Reporting Committee.

4.1.4 The dates at which reports are due will be set by the Executive Reporting Committee at the start of the year.

4.1.5 The President, Vice President (Academic) and Vice President (Welfare) are also required to submit time sheets alongside their Work Reports.

4.1.6 The template for Work Reports and time sheets can be located on the Common Drive.

4.2 Approval

4.2.1 At the next meeting of the Executive Reporting Committee following the reporting period deadline the Committee may decide to approve the Work Report.

4.2.2 Approval of any Work Reports must be minuted.

4.2.3 If a Work Report is declined or deferred the reasons for this action must be minuted and a follow-up action on this also must be minuted.

4.2.4 A report from the Executive Reporting Committee along with the approved Work Reports will be tabled for formal acceptance at the following Executive meeting.

4.3 Late Work Reports

4.3.1 If a Work Report is submitted late then the Executive member, with the approval of the Chair, may table a Work Report at the upcoming meeting of the Executive Reporting Committee.

4.3.2 It must be noted in the minutes that the Work Report was received late and the reason for lateness.

4.3.3 If an Executive member submits three late Work Reports in the same trimester the Committee may choose not to approve the most recent report, or to defer approval until the Committee's next meeting.

4.4 Failure to Submit a Work Report

4.4.1 If a Work Report is not submitted then the Executive member may present a brief oral Work Report to the Executive Reporting Committee at its upcoming meeting.

4.4.2 If the Executive member presents an oral report, they must submit a written report to the Executive Reporting Committee by 12pm the following Thursday.

4.4.3 If the Executive member fails to submit a written Work Report then the Executive Reporting Committee may decide not to grant the member their remuneration. However the Executive Reporting Committee may provide an opportunity to be remunerated once all work reports are up-to-date.

4.4.4 If the Executive member fails to submit two Work Reports in the same trimester the Executive Reporting Committee may choose not to hear the second report, or to defer hearing of the second report until the next Executive Reporting Committee meeting.

4.5 Remuneration

4.5.1 The Executive understands that they are remunerated based on the hours they are constitutionally required to work and that Work Reports provide the basis for that remuneration.

4.5.2 The President agrees to work 40 hours a week, the two Vice Presidents are expected to work 20 hours a week, and all General Executive members are expected to work 10 hours a week.

4.5.3 Closure of the VUWSA Office due to Public Holidays or other events shall be taken into consideration when assessing Work Reports and completed hours

4.5.4 If an Executive Member does not make up their expected hours in any given reporting period, they may choose to either be:

a) Paid pro-rata for the hours they have completed or:

b) Paid their full remuneration on the proviso that they intend to complete the owing hours within the following two reporting periods, and have written an action plan or objectives on how they plan to make up the hours.

4.5.5 The Executive Reporting Committee will be tasked with monitoring Executive hours worked and ensuring that all Executive members make up any owing hours.

4.5.6 If the Executive member has not made up their owing hours within two reporting periods, without reasonable cause, the Executive Reporting Committee may choose to deduct the owing hours from the Executive members following remuneration.

4.5.7 If an Executive member has worked over the expected hours they will not receive extra remuneration

4.5.8 Any extra hours Executive members complete may be carried over to other reporting periods where the member has not completed their full on arrangement with the Executive Reporting Committee.

4.5.9 The President and Vice Presidents are entitled to Annual Leave as outlined in the *Annual Leave Holiday Policy*. If they wish to take annual leave they must follow refer to the policy and follow processes outlined within the policy.

4.5.10 Honoraria shall be paid to the Executive fortnightly following the Executive Reporting Committee's approval of their individual Work Reports.

4.5.11 If the Work Report is approved then the Executive members will be paid for the reporting period on the Friday following the Executive Reporting Committee meeting.

4.5.12 In an event that the Executive chooses not to approve a Work Report or if the Executive member fails to produce a Work Report then that Executive Member will not be paid for that reporting period.

4.5.13 The Executive may choose to partially approve the Work Report or approve the reduced hours reflected in the Work Report and instruct that the Executive member only receive part of their remuneration.

5. Half Year Reports

5.1 Reporting

5.1.1 Each Executive member must submit two Half Year Reports to the Executive throughout the year.

5.1.2 The dates at which Half Year Reports are due will be set by the Executive Reporting Committee at the start of the year.

5.1.3 Submitting a Half Year Report is one of the requirements for consideration of an Executive bonus.

5.1.4 As outlined in the VUWSA Constitution all members of Executive, except the President and Vice-Presidents, shall be entitled to consideration for bonus.

5.1.5. Bonuses shall be awarded for exceptional work whilst in office and/or a large amount of surplus hours being accrued.

5.1.6 The template for Half Year Reports can be located on the Common Drive.

5.2 Acceptance and Remuneration

5.2.1 During a designated Executive meeting Half Year Reports will be tabled for discussion by the Executive.

5.2.2 Executive members will present and talk to their Half Year Reports and answer any questions posed to them.

5.2.4 If a member is eligible for a bonus then after they have presented their report and answered any questions they will leave the room while the Executive deliberate over the awarding of a bonus.

5.2.3 The Executive may accept a Half Year Report without awarding a bonus.

5.2.5 The Executive will provide reasons to the member for awarding or not awarding any bonus and these shall be minuted.

5.2.6 If the bonus is awarded then the Executive member will be paid on the Friday following the Executive meeting.

5.2.7 The acceptance of any Half Year Reports and the awarding on any bonuses must be minuted.

5.3 Annual General Meetings

5.3.1 Executive Half Year Reports are part of the VUWSA Half Year Report which is tabled for acceptance at the VUWSA AGM.

5.3.2 All Executive members must be ready and willing to speak to their Half Year Report if called upon by a VUWSA member.

6. Other reports

6.1 From time to time VUWSA Executive members may be called upon to submit other reports to the Executive. These may include, but are not limited to Strategic Plan Reports, NZUSA Conference Reports, Committee Reports, Annual Reports.

6.2 If other reports are required the Executive Reporting Committee will inform Executive members and provide the relevant information in due timing.

7. Availability

7.1 An electronic copy of all passed reports shall be made available on the VUWSA website following acceptance by the VUWSA Executive.

8. Related Policies, Rules and Forms

- Constitution of the Victoria University of Wellington Students' Association
- VUWSA Strategic Plan
- VUWSA Annual Leave Holidays Policy

9. Approval Dates

Approved on:	25 th January, 2012
This version takes effect from:	25 th January, 2012
Drafted by:	Bridie Hood, William Guzzo, Fiona Beals
This policy will be reviewed by:	1 February 2014