**1.00 PURPOSE:**

1.01 The final reports provide a corporate record and summary of the events and issues that were addressed during the year. As well, the reports provide direction and a framework to people who are employed in the positions in the future. The interim and final reports should:

(1) Reflect the Mission Statement, Constitution, Standing Policies and Procedures of the HUCSC;

(2) Provide guidance, suggestions and recommendations for the successor in addition to the members of the Executive Council, Corporation, and the Council to help move the portfolio forward; and,

(3) Adhere to these guidelines to be considered an official document of the HUCSC.

**2.00 SCOPE:**

2.01 The guidelines apply to all interim and final reports submitted to the HUCSC including those submitted by the President and the Vice-Presidents.

**3.00 STYLE AND CONTENT**

3.01 All reports shall:

(1) Be clear and concise;

(2) Not impair the conveyance of information that is either necessary or beneficial to the students and/or to individuals who hold the position in the future;

 (3) Not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;

 (4) Be marked clearly as confidential if it is a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;

 (5) Be written in a professional manner using professional language;

(5.1) Non-professional language includes, but is not limited to, racist, sexist, or potentially offensive language, personal attacks, and potentially libelous statements;

(6) State the name of the position and not the name of the individual if referring to individuals within specific positions;

(7) All reports shall be free of any spelling or grammatical errors.

3.02 Interim reports shall cover the period of time from the commencement of duties to the due date of the report (three weeks following the conclusion of the fall semester), unless otherwise specified.

3.03 Final reports shall cover the entire duration of a term in office, while avoiding redundancy with the interim reports.

**4.00 FORMAT**

4.01 All reports shall be submitted in electronic form (Word format) to the Speaker of the HUCSC.

4.02 In order to maintain consistency, as well as ensure the succession of information, all reports shall follow the following structure:

|  |  |  |
| --- | --- | --- |
| Section | Topics | Details |
| A | Goals | Outline the specific goals that you set for your position. |
| B | Problems Encountered | List the problems that you encountered during your term and suggest (if possible) future solutions. |
| C | Recommendations | Possibly the most important section. Drawing on your experience, suggest recommendations for your successor. |
| D | Year Specific Changes | List and elaborate on any fundamental changes in the portfolio that were enacted during your term. This information will be used to update the Job Manual for the position. |
| E | Conclusion | Provide any further comments that do not fit in any of the above sections. |

**5.00 NON-COMPLIANCE**

5.01 Failure to adhere to these guidelines shall result in a report not being approved by the Speaker of the HUCSC as well as forfeiture of any attached monetary value at the discretion of the HUCSC speaker.

**6.00 DEADLINES**

6.01 Monetary value for the President and Vice President shall be paid in one installment following the receipt and approval of the final report, provided that the President or Vice President had also submitted their Interim report three weeks following the conclusion of the fall semester.

6.02 The HUCSC Executive shall submit a final report no later than three weeks after the end of their term in office.

6.03 Section 6.02 of this document applies to any and all interim and final reports submitted under this Procedure.

**7.00 PROCESS OF APPROVAL**

7.01 The HUCSC Speaker has the right to approve a report in whole or in part.

7.02 Any report featuring confidential information in either the report itself or the discussion thereof shall be kept confidential by the HUCSC Speaker.

**8.00 DATE**

8.01 All reports must contain the date(s) the report was written as well as the academic year for which the position was held.

**9.00 MONATARY COMPONSATION**

9.01 The President and Vice Presidents shall be paid the amount of one (1) extra pay period’s salary upon the approval by the HUCSC Speaker of a Final Report submitted to the Speaker no later than one (1) calendar month following the completion of their term of office.