Brescia University College Students’ Council

 **Honorarium Evaluation Policy**

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In order to qualify for their respective Honorarium payment, a BUCSC Council member will be evaluated by the Honorarium Committee on the following components:

 **Submission of a Mid-Year/Year End Report**

 This report must:

· Be submitted on time (include date submitted)

· Contain the name of the Member and position that they hold/held

· Cover the period of time from commencement of duties to the due date of the report

· Be submitted in a .pdf format

· Include an explanation/interpretation and report on the completion of Member duties to date (including problems encountered and possible future solutions)

· An explanation/interpretation and report on the completion of specific constitutional duties to date (including problems encountered and possible future solutions)

· An elaboration on any fundamental changes in the portfolio that were enacted during the position tenure

· The specific goals/platform points for the Member’s role including an outline of her progress for achieving these goals/platform points?

· Recommendations for her successor based on her experience

· A month-by-month breakdown of events/actions/meetings and tasks associated with the role

· Be clear, concise, utilize correct vocabulary, grammar and professional language

· Share necessary, relevant and beneficial information for students/individuals who may hold this position in the future

**Compliance with the BUCSC Attendance Policy (Any instances of non-compliance need to be submitted to the Honorarium Chair by the Governance Officer)**

**Compliance with the BUCSC Code of Conduct (Any instances of non-compliance need to be submitted to the Honorarium Chair by the Governance Officer)**

The BUCSC Honorarium Chair will collect the above components and ensure that these are confidentially distributed to the Honorarium Committee each term no less than five days prior to the set Honorarium Committee meeting date.

 Honorarium Committee members are expected to come to the meeting having already:

· Reviewed the Executive Mid-Year/Year End reports using (and completing) the Executive Report Evaluation Form

(Any instances of non-compliance with the BUCSC Attendance and Demerit Points Policy or Code of Conduct will be shared with the Committee during the meeting, not beforehand).

**Decision Making**

Upon reviewing the above components, the Honorarium Committee will vote on whether or not to grant the honorarium to the Member. The Honorarium Committee Chair will not have a vote unless there is a tied vote.

If, during the first term Honorarium Process, it is decided by the Committee that a Honorarium will not be granted at all or in full to a Member, evidence based suggestions for improvement must be provided to the Member to support this decision.

If, during the first term of the Honorarium Process, a member resigns from Council, the committee will decide which percentage of honoraria, if any, is granted to that member. The same process applies for the incoming member, that fulfills this vacant position.

 If during the second term Honorarium Process, first term honorarium payments have not been accessed/granted, they can be accessed and granted at this time if the Committee deems that the Member qualifies based on the actions she has taken to meet the suggestions for improvement provided during the first term process.

If a member is removed from council, they are not eligible to receive an honorarium.