

Policy III Executive Transitioning

1. Executive Transition Procedure
 - 1.1. The transition process shall occur following the General Elections and is to be concluded by April 30, when new executives officially take office.
 - 1.2. Outgoing executive members are responsible to contact their incoming counterpart to set up a transition schedule.
 - 1.3. Each executive position is allotted 25 hours to complete this initial training.
 - 1.4. The purpose of the training session shall be to:
 - 1.4.1. Ensure incoming executive are familiar with all aspects of their job description
 - 1.4.2. Introduce incoming executives to individuals they will be collaborating with during their term
 - 1.4.3. Discuss and update the position's daily, weekly and monthly task lists
 - 1.4.4. Create goals for the position while discussing challenges faced during the previous year. Brainstorm and develop strategies to overcome these issues.
2. Summer Training
 - 2.1. Training for the executive shall be held in the month of May and shall be facilitated by the General Manager and President. This training shall include;
 - 2.1.1. The organization, constitution, by laws and policies of MSVUSU
 - 2.1.2. Job description overview;
 - 2.1.3. Visioning and goal setting for the upcoming year
 - 2.1.4. Anti-oppression training
 - 2.1.5. Any other relevant topics that the Executive finds important