



Board of Directors Meeting Open Session Agenda Package July 14, 2025

The Students' Union exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience, and an enhanced student life. The costs of these benefits will be justified by the results.

Students will benefit from:

- An organization that advocates for an affordable, accessible, and high quality academic experience.
- A safe, sustainable, and empowering environment.
- Diverse and inclusive social interaction.
- Products and services that cater to the financial needs of students.

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:00pm	1 min	Call to Order	adm	Chair Habtemichael	
7:01pm	2 mins	Indigenous Land Acknowledgement	adm	Chair Habtemichael	
7:03pm	2 mins	Regrets	adm	Chair Habtemichael	GP #2c.8
7:05pm	1 min	Conflicts of Interest	adm	Chair Habtemichael	GP #2c.2
7:06pm	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Habtemichael	
7:08pm	2 mins	Meeting Minutes Approval: June 9, 2025 MOTION that the board of Directors approve the June 9, 2025 meeting minutes	D	Chair Habtemichael	GP #2c
7:10pm	3 mins	Comments from the Chair of the Board & CGO	fi	Chair Habtemichael	
7:13pm	4 mins	Comments from the President & CEO	fi	President Jobby	
7:17pm	3 mins	<u>Direct Inspection Committee Reports</u> EL#1 - Global Executive Constraint GP#2e - Vice Chair's Role	D	Chair Habtemichael	GP#2b
7:20pm	5 mins	Chair Monitoring Report	D	Chair Habtemichael	GP#2h
7:35pm	3 mins	President Monitoring Report	D	President Jobby	EL#2h
7:38pm	10 mins	Scheduling BOD Check In	fd	Chair Habtemichael	
7:48pm	2 mins	Announcements	fi	Chair Habtemichael	
7:50pm	2 mins	Action Item Summary	adm	Chair Habtemichael	
7:52pm	1 min	Adjournment	adm	Chair Habtemichael	
		MOTION that the Board of Directors adjourn the meeting			
TOTAL	48 mins				

LEGEND

fi, For information

fd, For discussion

D, Decision required

adm, Administrative task



**Wilfrid Laurier University Students' Union
Board of Directors**

DATE: June 9th, 2025

**LOCATION: 2 nd Floor, Fred Nichols Campus Centre
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom
Board of Directors Meeting**

Board of Directors Present:

Chair of the Board & Chief Governance Officer: Lulia Habtemichael;

Vice Chair of the Board: Corey Ferguson;

Directors: Sawaab Samama Anas, Robert Bilodeau, Lucas Chegahno, David Zhao, Conal Murphy, Evan Rutherford; Adam Ward

Staff Present:

Executive Director & COO: Phil Champagne;

Gallery Present:

President & CEO: Ryan Jobby

1. Call to Order: Chair Habtemichael

- The meeting was called to order via Zoom on June 9nd, 2025, at 7:12 PM. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

2. Regrets: Chair Habtemichael

- Director Di Lollo sent Regrets.
-

3. Conflict of Interest: Chair Habtemichael

- No conflicts of interest were reported.

4. Adoption of Agenda: Chair Habtemichael

- **MOTION** (Vice Chair Ferguson/Director Anas) that the Board of Directors as presented. **CARRIED.**

5. Adoption of Meeting Minutes – May 2, 2025: Chair Habtemichael

- **MOTION** (Director Anas/Director Murphy) that the board of directors approve the May 2, 2025, meeting minutes. **CARRIED.**

6. Comments from the Chair of the Board & CGO: Chair Habtemichael

- Board should keep up with training.
- Chair has access to board email; board can reach Chair through the email.

7. Comments from the President & CEO: President Jobby

- President and his team are close to finishing their annual plan.
- Associate VP's have started as of last week; all expect programing VPs are part time.
- Staff Vacancies within SU include:
 - VP of Student Affairs: recent search deemed unsuccessful, hiring committee will be reconvening in late summer/early fall.

- VP of Finance and Administration: Previous VP has announced his departure from the role; President will be sitting on the hiring committee for this position through the summer.
 - Associate Dean for Student Care and Support: New position within dean of students for which the hiring panel has been completed.
 - Dean of Science: recent search deemed unsuccessful, hiring committee will be reconvening later this month.
- President has/is sitting on the hiring committee for all these positions except Dean of Science, due to logistical reasons.

8. Comments from the Executive Director and COO: ED Champagne

- New hires for Brantford office have come in.
- Ian Muller is on parental leave until August 18, 2025.

9. Interim Plan: ED Champagne

- The Student Experience department is currently understaffed.
- The Director left in May. Shortly after, the Programming and Events Manager also resigned. As a result, the department is seeking to hire 2 interim programmers (one per campus).
- The contracts provide time to assess needs and plan for permanent hires.
- Orientation Week and the fall term are the busiest times of the year.
- This staffing request aims to maintain support and momentum within the department.
- To do list has been created for campus events.

10. Terrace Food Court Equipment Purchases: ED Champagne

- The Terrace Food Court needs some new equipment for the new year. The equipment includes the following
 - Espresso Machine for 1911 – Splitting the cost with Aramark ~ \$12,500.00
 - Hot Holding Unit for Harvey's ~ \$13,500.00
 - Fryers for Harvey's - quotes pending
 - Bread Proofing Oven ~ \$16,000.00
 - Dishwasher(s) for 3 units ~ \$22,500
 - Ice Machine - quotes pending
- All this equipment is necessary and important for them to run at full capacity.
- **MOTION** (Vice Chair Ferguson/Director Chegahno) to approve the spending of up to, and no more than \$100,000.00 towards the purchase of new equipment for the Terrace Food Court operations. **CARRIED**

11. Direct Inspection Committee Election: Chair Habtemichael

- Vice Chair Ferguson and Director Anas nominate themselves for DIC on global process GP#2e and EL#1.
- **MOTION** (Director Murphy/Director Anas) to elect Chair Habtemichael, Vice Chair Ferguson, and Director Anas for Direct Inspection Committee on global process GP#2e and EL#1. **CARRIED**

12. Ownership Linkage Committee Election: Chair Habtemichael

- Vice Chair Ferguson, Director Murphy, Director Ward, Director Chegahno, Director Di Lollo, and Director Anas are nominated for the Ownership Linkage Committee.
- **MOTION** (Director Murphy/Vice Chair Ferguson) to elect Chair Habtemichael, Vice Chair Ferguson, Director Murphy, Director Ward, Director Chegahno, Director Di Lollo, and Director Anas to Ownership Linkage Committee. **CARRIED**

13. Announcements: Chair Habtemichael

- No announcements were stated.

14. Action Item Summary: Chair Habtemichael

- Action item Summary was necessary.

15. Adjournment: Chair Habtemichael

- **MOTION** (Director Anas/Director Chegahno) to adjourn the June 9th, 2025, meeting.
CARRIED

fi, For Information

fd, For Discussion

D, Decision required

adm, Administrative task

The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

Lulia Habtemichael

Chair of the Board & Chief Governance Officer
2025-2026 Wilfrid Laurier University Students' Union

The Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

The Board will:

1. Have loyalty to the ownership, uncontested by loyalties to staff, other organizations, or any personal interest as a consumer.
2. Avoid conflict of interest with respect to their fiduciary responsibility;
 - a. There must be no self-dealing or business by a Board member with the organization. Board members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict;
 - b. When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that Board member shall withdraw without comment not only from the vote, but also from the deliberation; and
 - c. Board members will not use their positions to obtain employment in the organization for themselves, or anyone else. A Board member must resign from their position prior to becoming a paid employee of the Organization. A Board member must declare a conflict of interest upon submitting their nomination for an elected position and remove themselves from Board deliberation until the conclusion of any general meeting;
 - d. Board members who will be serving as a coordinator of a committee of the Organization within the upcoming fiscal year, shall declare a conflict of interest when presented with the operating budget.
3. Avoid exercising individual authority over the Organization and the President;
 - a. Board members must recognize the lack of authority vested in individuals when interacting with the President and staff, except when explicitly Board-authorized;
 - b. Board members must recognize the same limitation and the inability of any Board member to speak for the Board to the public, press or other entities, except explicitly stated Board decisions; and
 - c. Board members must refrain from expressing individual judgments of performance of employees or the President, unless participation in Board deliberation pertains to whether the President has achieved any reasonable interpretation of Board policy.
4. Respect the confidentiality appropriate to issues of a sensitive nature.
5. Be properly prepared for Board deliberation.

6. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the Board members' personal position on the issue.
7. See that all Board documents and filings are accurate, current and timely;
 - a. Policies will rigorously follow Policy Governance® principles;
 - b. Bylaw elements necessary for legal compliance and for consistency with the principles of Policy Governance® will be known to the Board; and
 - c. Requirements for format, brevity and accuracy of Board minutes will be known to the Chair of the Board.
8. Ensure that a Board member resigns if they:
 - a. Are absent from three (3) meetings on an annual basis, unless an academic conflict, medical, family or any other emergency is reported to and confirmed by the CGO;
 - i. In unanticipated circumstances the Board member will inform the CGO of the reason for their absence;
 - ii. In anticipated circumstances the Board member will inform the CGO of the reason for their absence, as well as provide their written contributions in advance of the meeting.
 - b. Cease to be a member in good standing of the Organization.
9. Participate in all Board performance evaluations.

As an informed and collective agent of the ownership, the Board will provide specific job outputs that ensure appropriate organizational performance.

Accordingly, the Board will:

1. Provide linkage between the organization and the ownership on governance matters;
 - a. With assistance from each Director at least once per applicable term.
2. Develop written governing policies that realistically address the broadest level of all organizational decisions and situations, namely as Ends, Executive Limitations, Governance Processes and Board Management Delegation policies;
 - a. With a review process entailing the Direct Inspection of all active policies;
 - i. Each policy will be reviewed within four years in order to:
 1. Ensure the evidence presented is appropriate and up-to-date;
 2. Ensure that the wording of the policy is sound;
 3. Ensure that the scope of the organization is captured in the policy.
3. Assure successful organizational performance on Ends and Executive Limitations.
4. Assure successful Board performance on Governance Processes and Board Management Delegation policies.

The President shall not

1. Cause or allow any organizational practice, activity, decision or circumstance, which is either:
 - a. unlawful;
 - b. imprudent; or
 - c. in violation of commonly accepted business and/or professional ethics.

The Vice Chair is an officer of the Board whose purpose is to protect the Board from the loss of CGO services.

The Vice Chair will:

1. Ensure that they are sufficiently familiar with all Board-relevant material;
 - a. The Vice Chair will be kept abreast of all Board relevant material by the CGO.
2. Ensure that all Board documents and filings are accurate, current and timely.
3. Have access to Board documents.
4. The compilation and facilitation of the Board's mid-year and end-of-year evaluation of the Chair.



BRIEFING NOTE FOR THE BOARD: EL #1 AND GP #2E DIRECT INSPECTION COMMITTEE REPORT

Submitted: June 29th, 2025

Prepared by: Sawaab Anas, a Director of the Students' Union Board of Directors

Purpose: To submit to the Board the findings and recommendations of the EL #1 and GP #2e Direct Inspection Committee.

Dear Directors of the Board,

The EL #1 and GP #2e Direct Inspection Committee met on June 29th, 2025, with the mandate to review and assess Executive Limitation #1 (Global Executive Constraint) and Governance Process #2e (Vice Chair's Role), and ensure that:

1. The evidence presented was appropriate, and up to date;
2. The wording of the policy is sound; and
3. That the scope of the organisation is captured in the policy.

The membership of the committee consisted of Chair Habtemichael, Vice-Chair Ferguson and Director Anas. The committee has met on one occasion since its establishment, on June 29th, 2025.

The committee had discussions on the following items prior to making their final decision:

1. The last revision and review dates for both policies;
2. The relevance and clarity of current policy language in reflecting organizational realities;
3. Whether the responsibilities and constraints outlined continue to align with the organizational structure and governance expectations.

Overall, the committee feels that the scope of the Organisation is captured within the policy and that the wording of the policy is sound.

Recommendation:

The committee recommends no changes to the wording of EL #1 and GP #2e at this time. The policies are both clear, current, and reflective of the organization's scope and governance needs.

Respectfully submitted on Behalf of the Committee,

Sawaab Anas

Director of the Students' Union Board of Directors & Chair of the EL #1 and GP #2e Direct
Inspection Committee

Wilfrid Laurier University Student's Union

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Governance Process #2h – Annual Governance Planning

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Governance Process policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,



Lulia Habtemichael

Chair of the Board & Chief Governance Officer

Date completed: 07/10/2025

SECTION - GP #2h

Annual Governance Planning

GP #2h

The Board will follow an annual agenda that completes the examination of Board policies and consistently improves Board performance through Board education

The Board will:

1. Compile an annual agenda that will conclude each year on the last day of April so that administrative planning and budgeting can be based on accomplishing a one-year segment of the most recent statement of long term Ends. It will include, but is not limited to:
 - a. Consultations with the ownership;
 - b. Governance education and presentations that are related to Ends determination;
 - c. Training of Board members and Board-elect;
 - d. Outside monitoring assistance;
 - e. A report of meeting minutes, discussion, and performance evaluations from the previous Board;
 - f. Cost of Governance budget for the next fiscal year that concludes in April;
 - g. A date to review the remuneration of the office of the President in November. This is separate from Presidential performance, which will be reviewed according to BMD#2d1, *Monitoring Executive Performance*;
 - h. The review, through the formation of Direct Inspection Committees, of no less than one fourth of all active policies.

I define “**annual agenda**” as a yearly plan that aims to enhance the Board’s understanding of governance processes and works towards obtaining ownership feedback.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All policies within GP2h, Annual Governance Planning, are compliant.

EVIDENCE

- The annual agenda has been appropriately complied and approved by the Board.

I report this section as COMPLIANT

CGO INTERPRETATION

SECTION - GP #2h, 1

Annual Governance Planning

GP #2h

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CGO INTERPRETATION

I interpret “**administrative planning and budgeting**” as tasks needed to be completed to ensure that the Students’ Union has enough time to organize administrative duties and develop a budget.

I interpret “**based on accomplishing a one-year segment of the most recent statement of long-term Ends**” as allowing the Students’ Union to operate based on the established Ends of the organization as determined by the Board

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- An annual agenda will be compiled prior to the end of August

EVIDENCE

All components of this monitoring report have been budgeted for. This includes but is not limited to:

- Monitoring schedule.
- Meeting schedule.
- Direct Inspection cycle.
- Ownership-Linkage schedule.
- All other scheduling required by this policy.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1a

Annual Governance Planning

GP #2h

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 - h. The review, through the formation of Direct Inspection Committees, of no less than one fourth of all active policies.

CGO INTERPRETATION

I interpret “**it will include but is not limited to**” as meaning that the Board of Directors has additional responsibilities that are not outlined in the policy which will assist the organization meet its goals with its members

I interpret “**Consultations with the ownership**” to mean that the Board of Directors makes a consistent effort throughout the academic year to reach out to the membership of the Students’ Union to collect feedback, answer questions, and serve as a link between them and the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board actively engaged with our members and stakeholders to gather relevant information to improve the operations of the organization

EVIDENCE

- Ownership Linkage Committee had its first meeting of the year 2025 in June.
- The Ownership Linkage Committee has discussed potential events and initiatives to launch for the 2025-2026 year.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1b

Annual Governance Planning

GP #2h

The Board will follow an annual agenda that completes the examination of Board policies and consistently improves Board performance through Board education

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 - f. Cost of Governance budget for the next fiscal year that concludes in April;
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CGO INTERPRETATION

- Meetings with external individuals to provide educational support and training have not been formally scheduled.

I report this section as **NON-COMPLIANT.**

I interpret “**governance education and presentations**” as any guest speakers, information sessions, trainings, or workshops with the goal of enhancing the Board’s understanding of their governance duties, the Students’ Union as a whole, and the partners of the Students’ Union

I interpret “**related to Ends determination**” as meaning that all governance education and presentations will have the focus of assisting the Board of Directors with regards to understanding, reviewing and analyzing the long-term implications of the Ends of the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A schedule of presentations, workshops and training is created
- The Board has planned to work together with both internal and external education to further their governance education

EVIDENCE

- A schedule of presentations and workshops is yet to be made for the Board.

SECTION - GP #2h, 1c

Annual Governance Planning

GP #2h

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CGO INTERPRETATION

I define “**training of Board members**” as having an active and effective plan in place to ensure that board members are provided with relevant information of governance practices to ensure that duties and responsibilities are carried out in compliance with all governance policies.

I define “**Board-elect**” as board members who are elected during the 2025 Annual General Meeting and take office on May 1st, 2025.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A schedule for Board education and training is created and carried out 2. A schedule for Board-elect training which includes but is not limited to:
 - A general organization overview.
 - Finance training.
 - Ends/strategic planning training.
 - Monitoring training.
 - Mock Board training.

EVIDENCE

- Board training has been provided prior to the Board of Directors taking office on May 1st.
- Specialised Board training modules were provided by Catherine Rassos “The Board Class’s Program”.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1d

Annual Governance Planning

GP #2h

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 - c. Training of Board members and Board-elect;
 - d. **Outside monitoring assistance;**
 - e. A report of meeting minutes, discussion, and performance evaluations from the previous Board;
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CGO INTERPRETATION

I define “**outside monitoring assistance**” as having an external source to assist with monitoring as necessary. This may include but is not limited to legal monitoring assistance if necessary.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Any policies which the Board has deemed requiring an external review are monitored by an external source

EVIDENCE

- KPMG was selected as the auditors by owners of the Students' Union. This counts as an external monitoring report for EL #2d.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1e

Annual Governance Planning

GP #2h

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I define “**report**” as a record of discussions and actions that occurred in the previous fiscal year.

- Access to the relevant information is provided to the Board prior to or at the same time as this monitoring report.

I define “**meeting minutes, discussion and performance evaluations**” as a list of minutes, a report of discussions from board meetings and a report of performance evaluations.

I define “**previous Board**” as the Board of Directors from the 2022-2023 fiscal year

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

EVIDENCE

CGO INTERPRETATION

- The Board has been provided with access to the location of Board meeting minutes through Microsoft Teams under “resources”. The Board hired a new Board secretary to write any minutes and documentation required from previous Board meetings.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1f

Annual Governance Planning

GP #2h

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CGO INTERPRETATION

I define “**Cost of Governance budget**” as any budgetary measures needed to be accounted for the Board of Directors budget and the Elections budget.

I define “**next fiscal year**” as periods 1-12 of the current Board

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board has approved its budget for periods 1-13

EVIDENCE

- The Cost of governance Budget for periods 1-13 was passed by the Students’ Union Board of Directors on April 14, 2025.

I report this section as **COMPLIANT**

SECTION - GP #2h, 1g

Annual Governance Planning

GP #2h

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CGO INTERPRETATION

I define “**a date to review the remuneration of the office of the President**” as setting a date for the Board of Directors to evaluate and set the Presidential compensation for the upcoming fiscal year.

I define “**separate from the President Performance**” as ensuring his remuneration process evaluates the office of the President based on industry standard, and is not based on the performance of the current President

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A date is set to review the remuneration of the office of the President

EVIDENCE

- The Board is yet to set a date for the presidential remuneration, separate from the Presidential Performance review according to BMD #2d1, *Monitoring Executive Performance*.

I report this section as **NON-COMPLIANT**

SECTION - GP #2h, 1h

Annual Governance Planning

GP #2h

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 - a. Consultations with the ownership;
 - b. Governance education and presentations that are related to Ends determination;
 - c. Training of Board members and Board-elect;
 - d. Outside monitoring assistance;
 - e. A report of meeting minutes, discussion, and performance evaluations from the previous Board;
 - f. Cost of Governance budget for the next fiscal year that concludes in April;
 - g. A date to review the remuneration of the office of the President in November. This is separate from Presidential performance, which will be reviewed according to BMD#2d1, *Monitoring Executive Performance*;
 - h. The review, through the formation of Direct Inspection Committees, of no less than one fourth of all active policies.

CGO INTERPRETATION

I define “**review**” as ensuring that previous evidence presented, as well as the wording of the policy, is relevant, up to date, and within the scope of Board responsibilities.

I define “**all active policies**” as policies within the Students’ Union Governance Policy Manual.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

One fourth of all active policies are reviewed during the fiscal year through Direct Inspection.

EVIDENCE

- GP#2h outlines a four-year Direct Inspection schedule, where one fourth of the policy manual is reviewed in each year. The Board is currently in its fourth year Direct Inspection Cycle.
- The Board has struck and has scheduled a time to strike all of the Direct Inspection policies or the first year of the review schedule. Some of these have already been completed.

I report this section as **COMPLIANT**

MONITORING REPORT
PRESIDENT & CHIEF EXECUTIVE OFFICER

Executive Limitation #2h – Executive Succession

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Executive Limitation policies as established by the Board of Directors. I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink, appearing to read 'RJ', with a long horizontal flourish extending to the right.

Ryan Jobby

President & Chief Executive Officer

Wilfrid Laurier University Students' Union
Date completed: July 10th, 2025

SECTION – EL #2h,

Executive Succession

EL #2h

With respect to both governance and operational issues, the President will not allow their absence to adversely impact the Organization.

The President will not:

1. Operate without ensuring continuity of organizational operations through the creation and implementation of a succession plan.
2. Take an expected or planned leave of absence, whether full or partial, while allowing the Board to be:
 - a. Unaware of the leave of absence in advance;
 - b. Unfamiliar with the President's reason for the leave, including any conflicts of interest;
 - c. Unaware of the President's interpretations to mitigate or avoid the conflicts of interest, and minimize interruptions in service with proficiency including the naming of a Vice President of the Corporation as interim or partial President and CEO.

CGO INTERPRETATION

I interpret/define

“continuity” as the ongoing process that allows the Organization to carry on with its day-to-day operations.

“organizational operations” as the responsibilities of the student executive and the full-time staff assigned with their specific portfolios pertaining to day-to-day and long-term work.

“succession plan” as a predetermined process that ensures that the operations, management and advocacy of the organization do not cease should the President be incapacitated and be unable to carry out their duties.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Vice President: Internal Operations as well as the Executive Director & COO are well versed in each aspect of Presidential duties and responsibilities including but not limited to:
 - a. Representation on University committees and responsibilities associated with such committees;
 - b. Budgeting priorities and management;
 - c. Human Resources/Management duties including supervision;
 - d. Advocacy projects in conjunction with Government and/or stakeholders;

- e. Facilitating President's Group and President's Operations Group meetings.
- B. The Vice President: Internal Operations is aware of the above requirements when they sign the executive succession plan.
- C. The Executive Director & COO is aware that their responsibility will be to support the portfolio of the President in conjunction with the Vice President: Internal Operations.

EVIDENCE

1. The signed Executive Succession Plan seen in Appendix A.
2. Regular Meetings between the President and President Designate
 - The President and Vice President: Internal Operations meet bi-weekly at minimum to remain communicative and proactive by informing the Vice President: Internal Operations of any business the President is attending to that may be relevant/require action during a time when she is acting as President.

I report this section as **COMPLIANT**.

SECTION – EL #2h, 2

Executive Succession

EL #2h

With respect to both governance and operational issues, the President will not allow their absence to adversely impact the Organization.

The President will not:

1. Operate without ensuring continuity of organizational operations through the creation and implementation of a succession plan.
2. Take an expected or planned leave of absence, whether full or partial, while allowing the Board to be:
 - a. Unaware of the leave of absence in advance;
 - b. Unfamiliar with the President's reason for the leave, including any conflicts of interest;
 - c. Unaware of the President's interpretations to mitigate or avoid the conflicts of interest, and minimize interruptions in service with proficiency including the naming of a Vice President of the Corporation as interim or partial President and CEO.

CGO INTERPRETATION

I interpret/define

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

-

EVIDENCE

I report this section as **COMPLIANT/NON-COMPLIANT**.

Appendix A: Executive Succession Plan



FOR INFORMATION: 2025-2026 EXECUTIVE SUCCESSION PLAN

July 10th, 2025

Overview

As per EL #2h – **Executive Succession**, the President & Chief Executive Officer will not allow their absence to adversely impact the Organization by operating without ensuring the continuity of organizational operations through the creation and implementation of a succession plan.

2024-2025 Executive Succession Plan

In any instance where the President & Chief Executive Officer takes an expected or planned absence, the Board will be informed of the duration through the Chair and Chief Governance Officer.

The President & Chief Executive Officer will ensure that the Vice President: Internal Operations is sufficiently informed of the relevant duties; aware of and have a working knowledge of relevant policies, procedures, and agreements; and able to identify the key stakeholders necessary to undertake the daily duties as interim or partial President & Chief Executive Officer.

A handwritten signature in black ink, appearing to read "Ryan Jobby".

Ryan Jobby
President & Chief Executive Officer
Wilfrid Laurier University Students' Union

July 10th, 2025

Overview

As per **EL #2h – Executive Succession**, the President & Chief Executive Officer will not allow their absence to adversely impact the Organization by operating without ensuring the continuity of organizational operations through the creation and implementation of a succession plan.

2024-2025 Executive Succession Plan

In any instance where the President & Chief Executive Officer takes an expected or planned absence, the Board will be informed of the duration through the Chair and Chief Governance Officer.

The President & Chief Executive Officer will ensure that the Vice President: Internal Operations is sufficiently informed of the relevant duties; aware of and have a working knowledge of relevant policies, procedures, and agreements; and able to identify the key stakeholders necessary to undertake the daily duties as interim or partial President & Chief Executive Officer.



Ryan Jobby

President & Chief Executive Officer

Wilfrid Laurier University Students' Union