

CUEE GOVERNANCE POLICY

1. Purpose

The purpose of this policy is to define the governance structure and related procedures for the Consortium of Universities for Evaluation Education (CUEE).

2. Background

The CUEE is a voluntary association of institutions and programs that is dedicated to expanding graduate level opportunities for evaluation education and training across Canada. CUEE was created in 2008 as part of a multi-organizational strategy to increase opportunities for current and prospective evaluation professionals to acquire the knowledge and skills required to become credentialed evaluation practitioners. The Canadian Evaluation Society has implemented a program to credential evaluators (2010). The Credentialed Evaluator designation includes a requirement for education and training that can be satisfied by successfully completing a graduate-level credential in evaluation.

3. Consortium Council

The Consortium Council shall be the principal decision-making body of the CUEE. One member from each of the participating, academic institutions in good standing (membership dues paid up) shall be on the Council each year. Institutional representation will be for a minimum of one year. Each institution, regardless of the number of programs or academic units involved, shall have one vote and a maximum of two persons who can attend Council meetings. Other stakeholders, such as: the Canadian Evaluation Society (CES), the Canadian Evaluation Society Education Fund (CESEF), and the Treasury Board of Canada Secretariat (TBS) may each be represented on the Consortium Council by one ex officio member.

The Consortium Council serves (through the Secretariat) as the strategic information and planning body, making it possible for members to inform each other of plans and key decisions, to take advantage of opportunities to coordinate CUEE member activities and initiatives, and to shape and align CUEE with emerging government and evaluation-related priorities.

4. Executive Members

4.1 Chairs

The Consortium Council shall have a Chair and Vice-Chair of two elected members from among the active participating members of the CUEE Consortium Council. The Chair and Vice-Chair shall each serve for a term of two years, after which the Vice-Chair will assume the Chair position for two years and a new Vice-Chair will be elected. It is possible that the Chair and Vice-Chair may each be reappointed for one additional term of two years.

The Chair and Vice-Chair shall:

- Share the duties of chairing any virtual or face-to-face meetings of the Consortium Council, including preparing and circulating agendas;
- Work with the CUEE Secretariat to communicate with Consortium members about relevant issues and activities, given the goals and objectives of CUEE.

4.2 Past Chair

The position of immediate Past-Chair is to serve on the Executive Committee as needed by the Chair in the current term of office. Responsibilities include: managing the election process for Executive Committee members at the Annual General Meeting; providing advice to the Executive Committee as required; and, serving to oversee that the budget is being managed according to the expectations of the membership (i.e., warden role). The Past Chair is able to vote on all matters of the Executive Committee.

4.3 Treasurer

The CUEE Consortium Council shall have a Treasurer from among the active participating members of the Consortium Council. The Treasurer shall serve for a term of two years, with the possibility of reappointment for one additional term of two years.

The general duties of the Treasurer will be to:

- Draft an annual budget in collaboration with the CUEE Chair, Vice-Chair and Secretariat.
- Monitor and report on the financial health of the CUEE in partnership with the CUEE Secretariat.
- Oversee the production of necessary financial reports.

The specific responsibilities of the Treasurer will be to:

- Liaise with the CUEE Secretariat, CUEE Executive Committee, and CUEE Consortium Council to ensure the financial viability of the CUEE.
- Make fellow Executive Committee members aware of CUEE's financial situation and take the lead on interpreting financial data.
- Report CUEE's financial position to the Consortium Council semi-annually (balance sheet, cash flow, fundraising performance, etc.).
- Oversee the production of an annual budget and propose its adoption at the AGM.
- In cooperation with the CUEE Secretariat, ensure proper records are kept and that effective financial procedures and controls are in place, including:
 - Cheque signatories;
 - Purchasing limits;
 - Purchasing systems;

- Compensation payments; and
- Other expenses as appropriate.
- Conduct feasibility studies regarding the viability of CUEE annual financial plans, proposals and projects.

5. Secretariat

The CUEE Secretariat is currently located at the University of Victoria, School of Public Administration. The Secretariat is accountable to, and shall work in collaboration with the Consortium Council and Executive Committee.

The Secretariat shall be assisted by a part-time Administrative Coordinator, and other hired staff or contractors as needed, to fulfill its duties.

The Secretariat shall facilitate the day-to-day operations of the Consortium, including:

- ongoing communication and liaising with CUEE members;
- maintaining a bilingual, public CUEE website;
- ensuring that stakeholders may contact the CUEE Secretariat in both official languages;
- maintaining a members-only SharePoint site to be used as a means of communicating with CUEE members, to provide an accessible repository for CUEE documents, and to provide a platform for members to discuss relevant issues as they arise, for comment, and where appropriate, for decision-making;
- contacting existing members annually in September to solicit their interest in renewing their membership;
- contacting other institutions/programs in September to solicit their interest in becoming new members of CUEE;
- developing and disseminating informational and promotional materials on CUEE, such as a regular newsletter and brochure;
- collecting and tracking annual membership dues from CUEE members;
- receiving and maintaining financial records for CUEE, including annual membership dues and other contributions received, and all expenditures;
- reporting and being accountable to the Consortium Council regarding CUEE finances, including submitting annual financial reports;
- maintaining an up-to-date inventory of graduate courses and programs in evaluation available across Canada; given the changing nature of evaluation courses and programs, the inventory will be updated at least annually;

- obtaining information from all participating institutions about the rules that pertain to their evaluation courses/programs, including admissions, coursework, residency, and related issues so that it is possible to develop and maintain a consortium-wide image of opportunities and constraints with reference to graduate education in evaluation;
- monitoring the flow of students to evaluation courses that are offered through the Consortium;
- acquiring and maintaining an up-to-date repository of documents (e.g., course syllabi, university regulations, admission procedures, residency requirements in “home” institutions) that is accessible to CUEE members through the members-only SharePoint;
- preparing draft reports, policies and other documents for review and approval by CUEE members;
- identifying and disseminating best practices to assist students in navigating university approval processes for courses, credentials and procedures to permit students to access courses from CUEE participating institutions for credit in their home institutions;
- assisting the Chairs in organizing meetings of CUEE members and committees, including periodic teleconferences, videoconference and face-to-face meetings;
- coordinating voting procedures for the election of Consortium Council Chair, Vice-Chair and Treasurer to fill vacancies;
- preparing, disseminating and retaining a permanent record of all CUEE meeting minutes;
- retaining permanent records of all other CUEE documents, such as policies, reports, and membership information.

6. Timing of Meetings of the Consortium Council

Each year, the Consortium Council shall meet in person at a suitable time and location to accommodate the majority of members. The meeting may coincide with the annual conference of the Canadian Evaluation Society. However, in some years other arrangements may be made. Decisions regarding the timing and location of this meeting will be made on an annual basis by the Consortium Council.

7. Voting Procedures

7.1 Vacancies

Elections of Consortium Council Chair, Vice-Chair and Treasurer shall be coordinated by the Secretariat bi-annually in the month of October, and to fill vacancies as needed.

Nominations to fill vacancies shall be accepted in September. All nominated members who confirm their interest in serving in the role of Chair, Vice-Chair or Treasurer shall be considered viable candidates. If more than one member is nominated, all candidates’ names shall be put forward on a ballot for election in October.

Each Consortium Council member shall have one vote in the election of a candidate to fill each vacancy. In the event that there is more than one candidate nominated for each position, the majority of members who vote shall decide which candidate shall fill the position.

Elections will typically be conducted electronically by email over a one week period, unless a meeting of all CUEE members happens to coincide with the election schedule. Consortium Council members who are unable to attend such a meeting shall be given the opportunity to vote in absentia.

7.2 Annual Approval of CUEE Budget

Annual approval of the CUEE budget will be coordinated by the Secretariat in October of each year. The budget approval procedure will typically be conducted electronically by email over a one week period, unless a meeting of the Consortium Council happens to coincide with the budget approval schedule. Consortium Council members who are unable to attend such a meeting shall be given the opportunity to indicate their approval or dissent in absentia. The annual budget shall require approval of three quarters (75%) of active CUEE members.

7.3 Other Approvals

Other voting and approval procedures will be coordinated by the Secretariat as needed, such as for the adoption of policies and resolutions. These approval procedures will typically be conducted electronically by email over a one week period, unless a meeting of the Consortium Council happens to coincide with the voting or approval schedule. Consortium Council members who are unable to attend such a meeting shall be given the opportunity to indicate their approval or descent in absentia. The adoption of policies or resolutions shall require approval of three quarters (75%) of active CUEE members.

8. Financial Management and Accountability

The CUEE Secretariat shall be responsible for receiving, maintaining, dispersing and accounting for CUEE finances. The Secretariat will be accountable to the Treasurer and to the Consortium Council regarding CUEE finances.

8.1 Role of the Treasurer

The Treasurer will:

- In cooperation with the CUEE Secretariat, ensure proper records are kept and that effective financial procedures and controls are in place.
- Monitor and report on the financial health of the CUEE, in partnership with the CUEE Secretariat.
- Oversee the production of necessary financial reports.
- Report CUEE's financial position to the Consortium Council semi-annually (balance sheet, cash flow, fundraising performance, etc.).
- Liaise with the CUEE Secretariat, Executive Committee, and Consortium Council to ensure the financial viability of the CUEE.
- Make fellow Executive Committee members aware of CUEE's financial situation and take the lead on interpreting financial data.
- Conduct feasibility studies regarding the viability of CUEE annual financial plans, proposals and projects.

8.2 Annual Budget

The annual budget shall be developed by the CUEE Treasurer, in conjunction with the Chair, Vice-Chair and Secretariat and will be submitted to the Consortium Council for approval by October 1st of each year. The CUEE fiscal year will coincide with the academic fiscal year and run from the beginning of September to the end of August.

8.3 Financial Accounting and Annual Reporting

The CUEE Secretariat, with oversight of the CUEE Treasurer, shall be responsible for:

- soliciting, collecting and tracking annual membership dues from CUEE members;
- initiating with the Consortium Council Executive, annual reviews of membership fees;
- receiving other financial contributions to CUEE, such as from TBS, PPX and other sponsors;
- maintaining an accurate account of CUEE's finances, including records of accounts receivable and accounts payable;
- preparing an annual financial report for review by the CUEE Treasurer.

9. CUEE Evaluation

CUEE activities will be evaluated on a regular, ongoing basis. The first evaluation will be conducted in 2016, and every three years following. A Steering Committee made up of active Consortium Council members will oversee the evaluation of CUEE activities.

10. Amendments to the Governance Policy

The *Governance Policy* was established in January 2011, and revised in November 2015. The CUEE Secretariat will continue to monitor and revise the policy on a regular basis, ensuring that the CUEE's practices and procedures are kept current with acceptable standards, under the direction of the Executive Committee.

Any questions regarding this document may be directed to the CUEE Secretariat.

Approved by the CUEE Consortium Council on November 28, 2015

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