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| **UPEI Student Union** | **Policy No. UPEISU 29** | **Revision No.** 2 |
| **Policy Title:** Annual Reports | **Page:** 1 of 1 |
| **Creation Date:**  June, 9th, 2017 | **Version Date:** January 6th, 2019 |
| **Authority:** UPEI SU Council | **Review Date:**  Annually (summer) |
| **Responsibility:** VP Finance and General Manager |

**Purpose**

This policy establishes guidelines for employees of the UPEI Student Union as to the requirements of their year-end reports, and annual reports

Year-end reports

1. Year-end reports will be completed by all student supervisors, Executive and Full Time staff of the Student Union and shall contain, at a minimum:
	1. A summary of all major issues faced during the year;
	2. ongoing issues or projects;
	3. roles and responsibilities above and beyond the standard job description as reference for later in time; and
	4. goals for the year both; goals accomplished and goals not accomplished, reasons(s) why and future recommendations.
2. Year-end reports will be given to the appropriate supervisor and the General Manager for archives.
3. Year-end reports are to be handed in by April 30 of each school year.

Annual Reports

1. Annual reports will be completed by Executive, General Manager, Hospitality Manager, Director of Communications, Cadre Editor, and Yearbook Editor, and shall contain, at a minimum;
	1. A overview of the year
	2. success, highlights or achievements that has happened within their portfolio; and
	3. any other relevant information.
2. Annual reports will be distributed to other UPEI Senior Administration and Student Union’s across Canada.
3. The Director of Communications is responsible for the creation of the document.
4. Annual reports are to be handed in by April 15 of each school year.