

# Executive Handover Procedure

<b>Approval Date:</b>	July 2024	<b>Approval Authority:</b>	LUSA Executive
<b>Review Date:</b>	August 2026	<b>Contact Officer:</b>	LUSA President

## Purpose

- The purpose of this document is to outline the steps of Handover to ensure that the transition between exec is fast and relevant information/ project progress is not lost.
- To give a brief overview on Executive responsibilities, duties and the code of conduct/ expectations of Exec members

## Responsibilities of the Executive

On behalf of the key stakeholders, the Executive of Lincoln University Students' Association (LUSA) is responsible for the active stewardship of the organisation to ensure its future well-being for the benefit of members and other current and future stakeholders.

The Executive's legal duty is to the organisation as a whole. In meeting this duty the Executive must ensure that all legal requirements under the relevant Acts and regulations are met and that the entity is protected from harmful situations and circumstances, in the interests of both current and future stakeholders.

The Executive:

1. Provides leadership to LUSA ensuring that the organisation fulfils its purpose and acts in the best interests of LUSA and its members and other stakeholders.
2. Determines and articulates LUSA's purpose and values, sets the strategic direction as the basis for further planning, e.g. annual and longer-term planning, and oversees the selection and implementation of strategies consistent with that purpose and those values.
3. Determines the appropriate culture for LUSA and models behaviours that both reflect and promote the desired culture.
4. Establishes governance policies that provide the framework for the management of LUSA, e.g. financial, human resource, asset management policies etc. and ensures that internal processes and procedures are designed to provide effective controls and serve as the basis for reporting to the Executive as required.
5. Appoints and employs the Association Manager and monitors management and organisation performance against Executive-established criteria.
6. Identifies and characterises potential organisational risks and creates a framework for managing and monitoring them.
7. Ensures that the organisation satisfies all internal and externally imposed compliance requirements including all applicable laws, the LUSA constitution, regulations and codes of best practice.
8. Takes an active role in succession planning ensuring that the Executive has an appropriate mix of skills, knowledge and experience.
9. Establishes and maintains an effective interrelationship with stakeholders in general, and serves the legitimate interests of the members of LUSA and accounts to them fully.
10. To act in LUSA's best interest at all times regardless of personal position, or affiliation.
11. When exercising duties of an executive the executive member must exercise care and diligence to ensure that health and safety is maintained for the staff, students and executive. And to ensure that LUSA and its creditors will not be negatively affected.

12. An Executive Member who, in their capacity as An Executive Member or employee of the organisation, has information that would not otherwise be available to them must not disclose that information to any person, or make use of or act on the information, except:

- a. For the purposes of the organisation.
- b. As required by law.

## Code of Conduct

The Executive is committed to ethical conduct in all areas of its responsibilities and authority. This is outlined in the Code of Conduct Policy. The below sets the expectations of Executive Members in accordance with the policy.

Executive Members shall:

1. Act honestly and in good faith at all times in the best interests of LUSA as a whole.
2. Declare all interests that could result in a conflict between personal and organisational priorities.
3. Exercise diligence and care in fulfilling the functions of office (see Conflict of Interests policy).
4. Make reasonable enquiries to ensure that LUSA is operating efficiently, effectively, legally and ethically in pursuing its organisational goals and strategies.
5. Maintain sufficient knowledge of LUSA's business and performance to make informed decisions.
6. Not agree to LUSA incurring obligations unless he/she believes that such obligations can be met when due.
7. Attend Executive meetings and devote sufficient time to preparation for Executive meetings to allow for full and appropriate participation in the Executive's decision making.
8. Scrupulously avoid deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of LUSA's business.
9. Not disclose to any other person confidential information other than as agreed by the Executive or as required under law.
10. Act in accordance with his/her fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
11. Abide by Executive decisions once reached, notwithstanding An Executive Member's right to pursue a review or reversal of An Executive decision.
12. Not make, issue, comment on, authorise, offer or endorse any public criticism or statement having, or designed to have, an effect prejudicial to the best interests of LUSA.
13. Ensure that all members are treated on an equitable basis.

The Executive shall:

1. Make every reasonable effort to ensure that LUSA does not raise community, supplier or stakeholder expectations that cannot be fulfilled.
2. Meet its responsibility to ensure that all staff employed by LUSA are treated with due respect and are provided with a working environment and working conditions that meet all reasonable standards of employment as defined in relevant workplace legislation.
3. Carry out its meetings in such a manner as to ensure fair and full participation of all Executive

## Handover Responsibilities:

1. Each exiting executive member must prepare a handover document for the executive member entering their position. To outline the expectations of the role and help the entering executive member get a better understanding of what occurred in the previous year.
2. This document will then be stored in perpetuity on the president's hard drive.

## Review

1. This procedure shall be reviewed biennially.
2. The LUSA Executive may change the policy in the interim.