

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS**

PO Box 95018, Kingsgate
Vancouver BC V5T 4T8

Phone. (647) 951-4019
Email. info@cabsonline.ca
www.cabsonline.ca



CABS MEMBER ACCREDITATION STANDARDS PROGRAM GUIDE

PROGRAM COORDINATORS

Vice President, Members & Alumni Relations
vpmembers@cabsonline.ca

Program Administrator
program.administrator@cabsonline.ca

OVERVIEW

The Canadian Association of Business Students (CABS) seeks to provide multiple opportunities for the development of member schools through conferences, competitions, and programs to promote sharing of best practices. The CABS Accreditation Standards Program (CABS Accreditation) has been created to measure the accomplishments and progress of member schools through the BSA term and/or fiscal year, as well as to assess the prospective members of CABS. The Member Accreditation Committee will facilitate the evaluations for current member schools according to the Evaluation Guidelines and Scoring Rubric.

PROGRAM CREDITS

Concept:	CABS Management Team, Fiscal 2016
Feasibility:	CABS Management Team, Fiscal 2016
Administration:	Cody MacKay, Jessica Gutierrez, Simon Bullock, Zac Hogg, Fiscal 2016
First Launch:	Cody MacKay, Jessica Gutierrez, Simon Bullock, Zac Hogg, Fiscal 2016
First Full Draft:	Cody MacKay, Jessica Gutierrez, Simon Bullock, Zac Hogg, Fiscal 2016

CABS ACCREDITATION: THE CONCEPT

The Member Accreditation Standards Program was conceived as a new way to bring forth more value for CABS members on their inclusion in the *CABS circuit*. The *circuit* offers a strong value proposition in connecting student leaders with their peer group from across the country. At CABS events, business student society executives are typically able to discuss their specific successes or issues of interest, and some members may benefit from this type of holistic operational discussion. However, the Member Accreditation Standards Program was built so that learning best practices did not happen by chance, but by through a program premised on the betterment and best practices of *the perfect Business Student Society/Association*. By having a positive program promoting and scoring the best areas of our members, and suggesting areas of improvement year after year through this program, we can further increase the effects of sharing resources and success stories within the *CABS circuit*.

By then having a general idea of each members' successes through such a scoring process, the CABS Management Team is also now able to incorporate business student society strengths into member dues each year. The better a score in this program, the higher a membership discount. The thinking behind this is that a society with a higher score is contributing more back to the circuit than it inherently receives in value.

CABS ACCREDITATION: THE PROCESS

Current members will be asked to provide documentation for various categories that aggregate to a total rating. These categories have been created to render an evaluation for each BSA that is fair, accurate, consistent, and free from personal bias. The categories have been created to consider and capture members' diversity while promoting BSA best practices and service offerings that members provide or plan to implement. This rating will be used to determine the membership fee structure of the BSA for the next two years.

CABS Accreditation Program

The Member Accreditation Committee will review the documents submitted by the BSAs and evaluate the documents according to the Scoring Rubric. More information regarding this committee can be found in the Accreditation Committee's Terms of Reference and in the Members Accreditation Policy.

Within the Evaluation Guidelines, the five categories are listed along with the criteria deemed by CABS to be essential components for a high-functioning and sustainable BSA. Categories and subsequent criteria are assigned a point value determined by the Member Accreditation Committee to drive organizational development and emphasize opportunities for further growth of the CABS membership.

CABS ACCREDITATION: (SUB) CATEGORIES AND WEIGHTINGS

Accreditation Category	Accreditation Subcategory	Total Points
Administration	Governance Systems	100
	Democratic Systems	80
	<i>Category Total</i>	<u>180</u>
Services	Club Relationships	80
	Advocacy & Lobbying	60
	<i>Category Total</i>	<u>140</u>
Foundations	Organizational Structure	80
	Transparency & Accountability	60
	External Partnerships	60
	<i>Category Total</i>	<u>200</u>
Events	Charitable Events	90
	Social Events	60
	Academic Events	100
	Networking Events	70
	<i>Category Total</i>	<u>320</u>
Sustainability	Strategic Planning	90
	Oversight & Management Control Systems	70
	<i>Category Total</i>	<u>160</u>

CABS ACCREDITATION: RANKING SCHOOLS AND TIERS

The inaugural running of the CABS Accreditation Standards Program will set the bounds on how schools will fall into tiers in the future years of the program. The tiers will not materially change as more schools improve their standing. The relative basis of structuring tiers only occurs in the inaugural year of the program; we want all schools to eventually be a first tier accredited member to recognize the success of the program and improvement of the operational standing of our members.

Tiers will be structured as follows:

Tier 1: scores above 1 standard deviation of the accreditation mean score

Tier 2: all scores that fall within 1 standard deviation of the accreditation mean score

Tier 3: scores below 1 standard deviation of the accreditation mean score

In future years, the scores to achieve each tier will be as follows, unless changed (see below):

Tier 1: lowest score of the Tier 1 schools from the Fiscal 2016 accreditation scores

Tier 2: lowest score of the Tier 2 schools from the Fiscal 2016 accreditation scores

Tier 3: not achieving the lowest score of the Tier 2 schools from the Fiscal 2016 accreditation scores

In future years, the scores to achieve each tier may increase or decrease no more than five percent, should this be ratified at the annual general meeting of the Corporation for the upcoming academic year by the Member Accreditation Committee.

CABS ACCREDITATION: MEMBER DUES

With the inception of the CABS Member Accreditation Standards Program, membership dues will now come under force through the Member Accreditation Program Policy of the Corporation. Member dues will now be based on the following budget sizes and the Member Accreditation Standards Program will bring forward the following potential discounts on member dues:

Small School - Budget less than or equal to \$100,000: \$500 CAD fee

Medium School - Budget greater than \$100,000 but less than \$250,000: \$1,000 CAD fee

Large School - Budget greater than or equal to \$250,000: \$1,500 CAD fee

Member Accreditation Standards Program Tier 1 Discount: 25%

Member Accreditation Standards Program Tier 2 Discount: 15%

Member Accreditation Standards Program Tier 3 Discount: 0%

CABS ACCREDITATION: PROGRAM ADMINISTRATION

THE CANADIAN ASSOCIATION OF BUSINESS STUDENTS



EVALUATION GUIDELINES AND SCORING RUBRIC

Prepared by the CABS F16 Management Team
August 2015

This document and its contents are confidential and not for circulation outside of the CABS Management Team, Board of Directors, and the Member Accreditation Committee.

Purpose

To render an evaluation for each member Business Student Association (BSA) of the Canadian Association of Business Students (CABS) that is fair, accurate, consistent, and free from personal bias.

Process and Administration

Members will be asked to provide documentation for the following categories that aggregate to a total rating. These categories have been created to consider and capture members' diversity, while promoting BSA best practices and service offerings that current members provide or plan to implement.

The Member Accreditation Committee will review the documents submitted by the BSAs and evaluate the documents according to this scoring rubric. More information regarding this committee can be found in the Member Accreditation Committee's Terms of Reference.

Guidelines

1. Review the documents for the each category to ensure completeness.
2. Review the documents again to determine the quality and fit of these documents according to the scoring rubric.
3. Assign values within the Accreditation Scorecard for the category before moving on to the next category.

Evaluate documents in their completeness and functional value. Impartiality is critical to the fair evaluation of the BSA's accreditation standing. To ensure accuracy and fairness, each BSA will be evaluated by two (2) readers of the committee. Where the two (2) readers' assigned scores are within 10% of one another, the average of the scores will be assigned to the BSA. Where the two (2) readers' assigned scores are greater than 10% discrepancy of one another, a third reader will review the profile, and the average of the two higher scores will be assigned to the BSA.

Schools are not required to provide accompanying documentation for each and every category; however, it will affect their ultimate score. The absence of documents will not be deducted from a BSA's score.

It is important to stay focused on scoring each section separately. If you become confused or cannot decide on an appropriate score, refer to the scoring ratings. It is acceptable for the Chair or members to call for a recess of the committee in order to focus and continue to score consistently and equitably.

Scoring Rubric

- 1. Administrative (180)**
 - a. Governance Systems (100)
 - b. Democratic Systems (80)
- 2. Services (140)**
 - a. Club Relationships (80)
 - b. Advocacy & Lobbying (60)
- 3. Foundations (200)**
 - a. Organizational Structure (80)
 - b. Transparency & Accountability (60)
 - c. External Partnerships (60)
- 4. Events (320)**
 - a. Charitable Events (90)
 - b. Social Events (60)
 - c. Academic Events (100)
 - d. Networking Events (70)
- 5. Sustainability (160)**
 - a. Strategic Planning (90)
 - b. Oversight & Management Control Systems (70)

Total score possible = 1000.

Each of the five (5) categories contains criteria deemed by CABS to be essential components for a high-functioning and sustainable BSA. Categories and subsequent criteria are assigned a point value determined by the Member Accreditation Committee to drive organizational development and emphasize opportunities for further growth of the CABS membership.

The categories should not be viewed as a checklist, but rather a suggested framework for providing value to their respective members. The scoring framework is set up to respect the diverse operations and services provided by BSAs to their members.

Categories and Criteria

I. Administrative (180)

This category evaluates the BSA's governance systems and democratic systems. The goal of this assessment is to understand the material that the BSA has in place to ensure legitimacy.

A. Governance Systems (100)

Example documents include complete constitution/bylaws and policy handbooks.

Score of 0 - No supporting documents in the form of a constitution/bylaws or policy handbook provided.

Score of 1 - Supporting documents lack detail, congruency, demonstrate contradictions, or content not germane to the documentation type.

Score of 2 - Supporting documents demonstrate minimal coverage of operations, voting, mandates, and governing structure. Documents are sufficient for operational fulfillment, but lack rigor and robustness.

Score of 3 - Supporting documents satisfy governing expectations for annual operations of a Business Student Association. All relevant fields for documents are represented and congruent.

Score of 4 - Supporting document are well conceived, organized, and congruent with the position and operations of the organization. Documents are up to date and offer a strong foundation for governing and administration of the BSA.

Score of 5 - Supporting documents are of comparative legal standing, capable of withstanding legislative battery, and showcase sustainable governing structures that respect and represent their intended membership.

B. Democratic Systems (80)

Democratic process is the supported governing methodology of the CABS. This criterion is emphasized because it evaluates the BSA's democratic process of leadership selection and executive representation of constituents through examination of systems which include secret ballot, independent Chief Returning Officer(s), Scrutineers, campaign guidelines, committees, and any other systems which further the democratic process. Democratic process strives for the best viable representation of the BSA's respective constituency, while promoting values of inclusion and advancement of opportunities. Example documents include evidence of secret ballot voting of general membership and establishment of independent election officer(s).

Score of 0 - No supporting documents provided.

Score of 1 - Supporting documents lack detail, congruency, or insufficiently cover range of electoral practices.

Score of 2 - Supporting documents demonstrate minimal coverage of elections, voting protocols, governing structure. Documents are sufficient for operational fulfillment, but lack checks and balances to mitigate malfeasance.

Score of 3 - Supporting documents satisfy electoral expectations for annual leadership selection of a Business Student Association. All relevant fields for documents are represented and congruent.

Score of 4 - Supporting documents are well conceived, organized, and congruent with the operations of the organization. Documents are up to date and provide clear execution of elections and lines of communication between candidates and constituents.

Score of 5 - Supporting documents are of comparative legal standing and capable of withstanding external scrutiny. Results are ratified, presented to constituents, and disposed of accordingly.

II. Services (140)

This category evaluates the engagement that the BSA has with its affiliates, such as business clubs or subsidiaries, administration, and the university student union. The goal of this assessment is to understand the ways in which the BSA represents its membership to various campus partners.

A. Club Relationships (80)

Example documents include club or departmental student union (DSU) policies, evidence of collaboration or intention to collaborate with clubs on initiatives for the entire business faculty, etc.

Score of 0 – No supporting documents provided and/ or no intention to complement or collaborate with the offerings, programs, or initiatives of subsidiaries/business clubs/ DSUs.

Score of 1 – Supporting documents indicate that the BSA provides minimal opportunities for clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA does not participate in conversation with subsidiaries/ business clubs/DSUs to provide service to the overall business faculty.

Score of 2 - Supporting documents indicate that the BSA provides inconsistent opportunities for clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA communicates with subsidiaries/ business clubs/DSUs when required, which may lead to complementary or collaborative efforts to provide service to the overall business faculty.

Score of 3 - Supporting documents indicate that the BSA usually provides opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA communicates with clubs/DSUs to provide service to the overall business faculty, which may lead to complementary or collaborative efforts to provide service to the overall business faculty.

Score of 4 - Supporting documents indicate that the BSA provides permanent opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA always communicates with subsidiaries/ business clubs/DSUs to provide service to the overall business faculty, which usually leads to complementary or collaborative efforts to provide service to the overall business faculty.

Score of 5 – Supporting documents indicate that the BSA provides permanent opportunities for subsidiaries/ business clubs/DSUs to succeed in their initiatives through monetary support and/or partnership. The BSA actively leads communication with subsidiaries/ business clubs/ DSUs. The BSA's proactive approach to subsidiaries/ business clubs/DSUs always leads to complementary or collaborative efforts to provide service to the overall business faculty.

B. Advocacy & Lobbying (6o)

Example documents include communications between the BSA and administration on topics of interest to the BSA membership, membership surveys, and evidence of participation in club / student union meetings to represent the interests of the business faculty, etc.

Score of 0 – No supporting documents provided and/ or no intention to explore opportunities to engage with administration, the university student union, and/or other prominent campus organizations.

Score of 1 – Supporting documents indicate that the BSA provides minimal opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA does not participate in conversation with affiliate organizations.

Score of 2 - Supporting documents indicate that the BSA provides inconsistent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA communicates with affiliate organizations when required, which may lead to further interaction between the BSA and these organizations.

Score of 3 - Supporting documents indicate that the BSA usually provides opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA maintains communication with affiliate organizations in order to effectively represent its membership.

Score of 4 - Supporting documents indicate that the BSA provides permanent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA maintains communication with affiliate organizations and is a prominent representative body among these organizations in order to effectively represent its membership.

Score of 5 – Supporting documents indicate that the BSA provides permanent opportunities for students to express issues, ideas, or areas of concern regarding business education, student affairs, etc. The BSA initiates communication with affiliate organizations and is a recognized representative body among these organizations in order to effectively represent its membership.

III. Foundations (200)

This category evaluates the critical frameworks that the BSA has in place in order to effectively support the various functions it carries out. The goal of this assessment is to understand how well-developed a BSA's base structure and practices are, both internally and externally.

A. Organizational Structure (80)

Example documents may include, but are not limited to, formal reporting structures, organizational charts, team registers, terms of reference, and other governance documents.

Score of 0 - No supporting documents provided and no apparent intention to organize in an effective and efficient manner.

Score of 1 - Supporting documents consist of governance documents that outline the roles within the organization, but with no clear delegation of authority or responsibilities. Supporting documents are ambiguous and the organization's structure can change easily from year-to-year. The BSA's internal structure consists of only a few executive roles.

Score of 2 - Supporting documents indicate that the BSA has semi-formalized roles in its organization, with some responsibilities clearly delegated to each position. The BSA has an internal structure with a few support roles to the executive, outlined in a simple organizational chart. Supporting documents indicate that the BSA's reporting structures are still under development.

Score of 3 - Supporting documents indicate that the BSA has a formalized structure, with all responsibilities of the executive clearly outlined in governance documents. The BSA has a fairly well-developed internal structure, with support teams under each portfolio, and this structure is clearly outlined with reporting lines in a complete organizational chart.

Score of 4 - Supporting documents indicate that the BSA has a mature, formalized structure for both the executive and the underlying support roles. All responsibilities and reporting structures are clearly outlined by governance documents, complex organizational charts, and team registers. Supporting documents also indicate that the BSA has developed or is in the process of developing internal and external committees to improve their operational excellence and ability to represent their constituents.

Score of 5 - Supporting documents indicate that the BSA has an advanced, well-established structure that unambiguously identifies the responsibilities, roles, and reports for each role. Every aspect of the BSA's functioning is accounted for in their governance documents, organizational charts, and team registers. Supporting documents indicate that the BSA is structured in a way that allows subordinate teams to operate and execute in an independent manner, while still retaining full transparency with the executive through reporting structures. The BSA has well-developed committees with clear and unambiguous terms of reference.

B. Transparency & Accountability (60)

Example documents may include, but are not limited to, meeting minutes, agendas, and notices, websites, auditor's reports and audited financial statements, public annual reports, or AGM materials.

Score of 0 - No supporting documents provided and no apparent intention to disclose operational & strategic details, report financial results, or conduct year-end reports.

Score of 1 - Supporting documents indicate that the BSA has a weak level of transparency and accountability. Meeting minutes are recorded infrequently, notices of meetings are often sent out with little lead time or not published at all, and agendas are rarely prepared. The BSA's supporting documents indicate that there is little to no public disclosure of operational and financial results. The BSA does not hold an Annual General Meeting open to its membership.

Score of 2 - Supporting documents indicate that the BSA has a fair level of transparency and accountability. Meeting minutes are recorded most of the time and meeting details and agendas are published within a reasonable standard of advance notice. The BSA holds an Annual General Meeting open to its membership, but there is evidence suggesting these meetings provide little opportunity for membership to voice their concerns and hold their BSA accountable. Supporting documents provide evidence of public disclosure of financial and operational details during annual meetings, but only a high-level overview.

Score of 3 - Supporting documents indicate that the BSA has a moderate level of transparency and accountability. Minutes and agendas are prepared for all meetings and are available to the membership upon request. Notices of all meetings are published well in advance, and are widely distributed. Annual General Meetings are open to the membership, with ample opportunity for concerns and questions to be communicated by the membership to the BSA's representatives. Supporting documents indicate that detailed financial results and annual reports on the BSA's operations are made available to the membership during AGMs. Financial statements and annual reports are available to the membership upon request.

Score of 4 - Supporting documents indicate that the BSA has an above-average level of transparency and accountability. All supplemental materials associated with meetings are prepared, archived, and publically available at any time on the internet and in hard-copy form. The BSA's supporting documents indicate that the BSA holds more than one general meeting per year open to the membership, each attended by significant proportions of the membership. Evidence suggests that the general meetings allow for free and open intra-membership discussion and debate on motions on the floor and results presented by the executive. Detailed financial results are presented, and the accuracy of the results have been verified by an auditor that is external to the BSA. An annual report on operations is presented at the BSA's AGM, and is publically available on the internet and in hard-copy form.

Score of 5 - Supporting documents indicate that the BSA is exceptionally transparent and accountable to its membership. All materials from internal and general meetings are

prepared, archived, and publically available at any time on the internet and in hard-copy form. The BSA's supporting documents indicate that the BSA holds many general meetings per year open to the membership, each attended widely by the membership. Supporting documents indicate that in addition to opportunities to seek transparency & accountability at general meetings, there are formal and accessible methods for students to voice their concerns and seek information on all aspects of the BSA in an ad-hoc fashion. The BSA prepares detailed financial results and reports which have been verified and scrutinized by a registered auditor external to the BSA and university. These results and statements, as well as detailed and comprehensive annual reports, are also available to the membership at any time on the internet and in hard-copy form.

C. External Partnerships (6o)

Example documents include partnership agreements, corporate partnership packages and promotional materials, contracts, and copies of value adding feedback and/or initiative reports to sponsors.

Score of 0 - No supporting documents provided and/or the BSA has had a severe deterioration of monetary corporate support in the year that signals impairment in their relationship management.

Score of 1 - Supporting documents indicate a minimal number of partnerships for a handful of events (or a minimal percentage). Supporting documents do not suggest much substantial link between the relationship and the service offering (i.e. sponsorship is essentially a donation with limited tangible value coming to the sponsor or the students).

Score of 2 - Supporting documents indicate that the BSA engages in some small corporate partnerships of minimal dollar value (relative to their budget) that also confers to some minimal incremental value for their sponsors and constituents through the BSA's own offerings.

Score of 3 - Supporting documents indicate that the BSA has a number of strong corporate and non-corporate relationships that add value to a few of the BSA's core offerings for its students.

Score of 4 - Supporting documents indicate that the BSA relatively (as a percentage of an overall budget) or absolutely has a number of corporate relationships and also ties in many non-corporate professional development partners. The BSA may also have a streamlined process with its subsidiary and/or affiliate clubs to centralize corporate partnerships but the value added to sponsors and/or the BSA constituents is not overly substantial, obvious, or progressive.

Score of 5 - Supporting documents indicate that the BSA relatively (as a percentage of an overall budget) or absolutely has a number of corporate relationships and also ties in many non-corporate professional development partners. These corporate and non-corporate partners tie in hand-in-hand to the offerings of the BSA and confer substantial value for both the sponsor and its constituents. The BSA is fairly progressive in what sponsors are involved with and the BSA has branding/corporate guidelines or a streamlined/centralized process for its subsidiary and/or affiliated clubs.

IV. Events (320)

This category evaluates the balance of the events offered by the BSA. The goal of assessing events is to understand the specific offerings that the BSA individually runs, or provides financial or operational support to for a subsidiary organization of the BSA, in order to assess event quality and value the events provide its membership.

Example documents for the following criteria include event reports, photos, financial documents, etc.

A. Charitable Events (90)

Score of 0 - No supporting documents are provided and/or a serious issue has developed which questions the intentions and/or funding of charitable causes through the funds raised at said events being scored for the charitable event category.

Score of 1 - The BSA runs a handful of charitable events, with a near majority run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related).

Score of 2 - The BSA runs a handful of charitable events, with a near majority run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised.

Score of 3 - The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA does a well-rounded job at focusing both on the competition or nationally driven offerings but also commits substantial time, effort, and raises funding for its own charitable events.

Score of 4 - The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised in both its own charitable events and any competition or nationally related initiatives.

Score of 5 - The BSA runs a handful of charitable events, a few are run for the purposes of competition (i.e. any JDC related event) and/or an event of a bigger national cause (i.e. 5 Days related). The BSA has a noticeable comparable/absolute advantage at either its hours/participation committed to said events and/or the volume of dollars raised in both its own charitable events and any competition or nationally related initiatives. The BSA's own charitable events are very creative, are very innovative, are for an outstanding cause, and significant time and effort is evident in the event's execution in addition to the resultant collection of funds.

B. Social Events (60)

Score of 0 - No supporting documents provided and/or the BSA has encountered issues with alcohol related events incurring material damages for either itself, another CABS member, or the CABS.

Score of 1 - The BSA runs one annual social event for each of its membership to offer an event that does not focus on the classroom.

Score of 2 - The BSA runs a handful of social events for its membership.

Score of 3 - The BSA runs, or indirectly supports, a business specific orientation week and a number of other key offerings that link students to classroom and extracurricular activities through social means.

Score of 4 - The BSA runs, or indirectly supports, a business specific orientation week and a number of other key offerings that link students to classroom and extracurricular activities through social means. These events have a specific pattern and purpose (identifiable by either a theme or key value propositions or rights of passage/history/tradition for that school/BSA) and can be linked to a collaborative and open environment that the business school community enjoys as a result of these events.

Score of 5 - The BSA runs, or indirectly supports, a business specific orientation week and a number of other key offerings that link students to classroom and extracurricular activities through social means. These events have a specific pattern and purpose (identifiable by a theme or key value propositions or rights of passage/history/tradition for that school/BSA) and can be linked to a collaborative and open environment that the business school community enjoys as a result of these events. The BSA goes out of its way to ensure risks are properly managed and when issues arise, are dealt with in an appropriate manner.

C. Academic Events (100)

Score of 0 - No supporting documents provided.

Score of 1 - The BSA helps support the administrative function of BSA or non-BSA subsidiary clubs offer exam and midterm-specific preparatory sessions or of some other informal form.

Score of 2 - The BSA helps support and/or runs some form of exam and midterm preparation sessions and also carries course specific resources such as an exam bank or course packages.

Score of 3 - The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA might also nominally support its students in external conferences through the use of subsidies or administration of applications processes.

Score of 4 - The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA might also nominally support its students in external conferences through the use of subsidies or administration of applications processes. The BSA may

run a handful of academic events with a short-term focus (events are inconsistent on an annual basis).

Score of 5 - The BSA supports and/or runs course related exam preparation help (for example). The BSA also provides non-course related resources like co-op and career related events and services with related job search associated resources provided to its students. The BSA also engages in supporting and running initiatives that provide course linked and non-course linked incentives that complement the educational value of a student's degree at their respective institutions through speaker series, individual and team related technical/pitch competitions, and in-house & externally open conferences (for example). The BSA also has a dedicated external conferences & competitions program which highly incentivizes non-course performance in preparing for conferences & competitions, and includes training students and subsidizing their attendance in these conferences & competitions as a reward for their effort in participating in the program.

D. Networking Events (70)

Score of 0 - No supporting documents provided.

Score of 1 - The BSA supports and/or runs other non-BSA or BSA subsidiary clubs in running some general networking events throughout the year.

Score of 2 - The BSA runs or directly assists and oversees a non-BSA or BSA subsidiary club in running some general networking events throughout the year.

Score of 3 - The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different industry connection opportunities.

Score of 4 - The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different opportunities for connections to be made. The BSA also makes a conscious effort to run a number of academic offerings which also translate into networking opportunities for students through the use of active alumni.

Score of 5 - The BSA runs or makes a conscious effort to support a variety of networking events in a number of specialized areas, affording many different opportunities for connections to be made. The BSA also makes a conscious effort to run a number of academic offerings which also translate into networking opportunities for students through the use of active alumni. The BSA also makes a conscious effort to deliver more value than what can be found through campus initiatives, supporting and operating networking events in off campus areas such as employer workplaces, large financial hubs, etc.

V. Sustainability (160)

This category evaluates the depth of management control systems that the BSA uses to make these plans and achieve their goals. The goal of assessing sustainability is to understand how well the BSA plans its operations and measures its performance on a termly, annual, and multiannual basis.

Example documents for the following criteria include year plans, event plans, reports, etc.

A. Strategic Planning (90)

Score of 0 - No supporting documents provided.

Score of 1 - Supporting documents indicate that the BSA conducts a termly action plan for its major events and initiatives through a pre-term initiatives plan and utilize a rolled forward budget that achieves a long standing mandated objectives and vision of the organization.

Score of 2 - Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and rolled forward budget that achieves long standing mandated objectives and vision of the organization.

Score of 3 - Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a recently initiated (current year) biennial strategic plan.

Score of 4 - Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a previously initiated multiannual strategic plan of the BSA to serve its constituents.

Score of 5 - Supporting documents indicate that the BSA conducts a yearly action plan for its major events and initiatives through an initiatives plan and a zero-based budget that achieves a multiannual strategic plan of the BSA to serve its constituents. The BSA makes resource forecasts in its financial leadership function to understand resource gaps for future plans and attempts to identify how (financial, for example) resource gaps can be met.

B. Oversight & Management Control Systems (70)

Score of 0 - No supporting documents provided.

Score of 1 - Supporting documents indicate that the BSA only assesses its performance through the use and self-review of budgets and actual financial performance.

Score of 2 - Supporting documents indicate that the BSA assesses its performance through the use and self-review of budgets and comparing event specific year over year data such as social media attention and attendance.

Score of 3 - Supporting documents indicate that the BSA incorporates the informal advice of alumni into its operational outlook and may have a Board set up to approve its operating plan and/or operating budget for the year. The BSA will incorporate some key performance indicators (KPIs) into its annual plan to determine whether milestones are met.

Score of 4 - Supporting documents indicate that the BSA incorporates the informal advice of alumni into its operational outlook and may have a Board set up to approve its operating plan and/or operating budget for the year. The BSA will focus on utilizing qualitative and quantitative KPIs that relate to its operating goals and shows signs of timely reviews to determine whether milestones are met. The BSA also uses KPIs to adjust and update their milestones expected performance and expectations as key objectives are met or not met.

Score of 5 - Supporting documents indicate that the BSA incorporates multiple levels of oversight into its operations. The BSA will potentially have alumni advice through formal (Board) or informal (Honourary President) methods and possibly mandates transition or requirements of certain executive functions (i.e. President must be a former executive or must have been on the BSA's associated "Council") in order to reduce the inherent risks of yearly executive turnover. The BSA uses qual and quant KPIs, ratified by some formal method other than the executive itself (i.e. a Board) and is evaluated by/on those KPI targets on a timely basis (more than a simple annual review). Oversight functions incorporate a multiannual strategic plan and budgets/financial forecasts to evaluate the BSA's performance during the year.