



Toronto Youth Cabinet

Transition Policy
Created: March 7th, 2016

The TYC Transition Policy has been devised to guide the new Executive Team into their roles by providing them with supporting materials about TYC and their current role. The transition booklet will be created in collaboration within the existing Executive Team and it is to be reviewed by the next Executive Team to add additional materials to support their successors.

In order to qualify for full recognition of a term served with the Toronto Youth Cabinet, Executives and Working Group Leads must submit a Transition Document, that includes the following information:

- Projects or initiatives which were undertaken in the term and their outcomes
- Any relevant contacts made over the course of the term
- Any reference tools that may be useful for a successor
- Strategies that did and did not work in the term
- Recommendations for moving forward with the position
- Any templates that may be useful for a successor
- Any documents, files, or presentations created over the course of the term

This Transition Document must be submitted to the Executive Director, Director of Internal Affairs, and the Coordinator by the date applications for the next term close.

For the purposes of this policy, full recognition refers to: letters of reference, PREB-Ontario certification, TYC volunteer certification, and any other form of organizational attestation for the position or term completed.