

Draft Terms of Reference

COMMUNICATIONS TASK GROUP

Employee Engagement Survey

The following sets out suggested Terms of reference for the Communications Task Group. These must be finalized by the Group and approved by the President.

Purpose

The purpose of the Communications Task group is to make recommendations regarding internal communications and teamwork / cooperation which, if implemented, will play an important role in dealing with related issues which emerged from the Employee Engagement Survey.

Guiding Principles

- We are always guided by Selkirk's stated values. This task group will be particularly mindful of the following as we consider effective communications: leadership, discover, the maintenance of healthy relationships, a positive environment, integrity and inclusiveness;
- The work of the committee should be forward thinking, constructive, and enact a learning ethic;
- There is an assumption that our employees have a professional curiosity; we believe they wish to be informed and will therefore play an active role in the communications process;
- Further, there is a belief that all employees wish to contribute as members of an effective team; and
- Our values state that we will act with integrity at all times. We will always be guided by openness and honesty, and with an intention to create safe spaces for dialogue and contributions.

Membership

- (4) A representative from each employee group;
- (4) members-at-large;
- (1) One senior administrator.

Specific Objectives

1. To gain an understanding of what employees were saying through their responses on the Employee Engagement Survey, specifically on the questions related to “Communications” and “teamwork and Cooperation.” to statements which relate to communications, teamwork and cooperation;
2. To establish criteria for effective internal communications, teamwork and cooperation;
3. To identify the most effective communications channels / vehicles, processes and programs;
4. To explore the barriers to achieving our purpose and ways in which these may be overcome;
5. To develop a set of prioritized recommendations along with a companion action plan which will support the college in meeting its communications, teamwork and cooperation challenges identified in the Employee Engagement Survey.

Procedures

1. Finalize and agree on the Terms of Reference and forward to the President for approval;
2. Conduct in-depth review of Employee Engagement Survey results and formulate questions for gathering further information;
3. Conduct discussions and consultations with other employees;
4. Analyze information from consultations and review of relevant materials.
5. Prepare recommendations and action plan;
6. Through discussion, consultation and review of relevant material, develop processes and programs which satisfy the group’s purpose and objectives;
7. Prepare recommendations and action plan;
8. Present the Plan to the President for approval.

Key dates

Plan to be presented to President by early December.