

Draft Terms of Reference

LEADERSHIP TASK GROUP

Employee Engagement Survey

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

Purpose

The purpose of the Leadership Task Group is to review those aspects of leadership that were evaluated in the Employment Engagement Survey and to make recommendations on processes that could be implemented to improve outcomes and accountabilities.

Guiding Principles

- We are always guided by Selkirk's stated values. This task group will be particularly mindful of the following: leadership, discovery, the maintenance of healthy relationships, a positive work environment, integrity and inclusiveness;
- The work of the committee should be forward thinking, constructive, and enact a learning ethic;
- Our values state that we will act with integrity at all times. We will always be guided by openness and honesty and we will, to every extent possible, create safe spaces for dialogue and contributions.

Membership - 9

(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 communicating through their responses on the Employee Engagement Survey, specifically on the dimensions of “Leadership, Mission, Values” and “Administration/Management”;
2. To develop a statement of “leadership competencies, responsibilities, accountabilities” for Selkirk College;
3. To develop a set of prioritized recommendations on specific actions that could be implemented and outcomes that should be expected as a result of improved processes and accountabilities, and to develop a companion action plan.

Procedures

1. Finalize and agree upon the Terms of Reference and forward to 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. Review, where possible, relevant material on leadership, leading organizational mission and values, management/administration effectiveness;
5. Analyze information from consultations and review of relevant materials;
6. Prepare recommendations and action plan;
7. Present plan to President for approval.

Key dates

Plan to be presented to President by early December.