

# Employee Engagement Advisory Committee

## Terms of Reference



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## Purpose

Created in 2016, the BCIT Employee Engagement Advisory Committee\* supports the Institute's employee engagement initiatives by:

- Providing feedback on the engagement survey, the survey process and results, communication strategies, and action planning approaches.
- Providing advice and guidance to Organizational Development team to support employee engagement.

## Executive Sponsorship

The executive sponsor of the committee is the VP, Human Resources and People Development.

## Membership

The committee strives to have a diverse group of employee representatives who are passionate about engagement, and have a willingness and capacity to participate in committee meetings and activities.

### Composition

- Chair: Director, Organizational Development
- Engagement Support: Consultant, Organizational Development
- Committee Administration Support: Coordinator, Organizational Development (non-voting position)
- HR Advisor representative
- Union Leader, or their appointed representative, from each of the three unions: BCGEU Support Staff, BCGEU Vocational Faculty, and Faculty and Staff Association
- Minimum of two (2), to a maximum of five (5), representatives from each of the four employee groups: BCGEU Support Staff, BCGEU Vocational Faculty, Faculty and Staff Association, Management and Excluded.

*\*This committee is distinct from the [Grassroots Employee Engagement Committee](#), which operates independently with employees who are interested in participating on an employee-led committee.*

## Determining Membership

### Chair Selection

The VP HR and People Development appoints the Chair.

### Member Selection

The committee will:

- Advise union leaders when seat(s) becomes available;
- Inform appointee's manager of their appointment to the committee.

For Union positions:

- Union leaders will appoint committee members in accordance with their own internal policy for committee appointments.

For Management and Excluded positions:

- Director, Organizational Development, will appoint committee members in accordance with own internal policy for committee appointments.
- Engagement Support and Committee Administration Support positions will be appointed by nature of position held: Consultant, Organizational Development, and, Coordinator, Organizational Development, respectively.

## Term of Membership

- Committee members may serve an initial term of two (2) years to ensure consistency, familiarity, and expertise with common issues.
- Thereafter, committee members may be reappointed for one (1) year terms annually, at the discretion of the person responsible for their appointment.
- Committee will strive to not have more than half of its membership being new members in any given year, in order to provide continuity in decision-making process.

## Resignation of Membership

A person will cease to be a member of the committee upon the date of delivering their resignation in writing to the Committee Chair and to their respective union/management leader, or, upon the union/management leader submitting written notification to the committee.

## Responsibilities

### Committee Members

The committee member's activities include, but are not limited to:

- Providing feedback on the survey, survey process and results, communication strategies, and action-planning approaches.
- Raising awareness about employee engagement.
- Providing input regarding any perceived engagement issues and initiatives.
- Encouraging employee participation in the survey.

- Encouraging employee participation in their local action-planning initiatives.
- Answering general engagement questions.
- Attending and participating in committee meetings on a regular basis.
- Actively participating in committee activities.

#### Chair

- Chairing committee meetings.
- Developing meeting agendas and identifying guests.
- Reviewing minutes of the meetings.
- Identifying and assigning pre-work required for meetings.
- Preparing committee's recommendations for Leadership.
- Responding to questions and proposals.
- Communicating with external groups on issues related to committee activities.

#### Coordinator

- Scheduling committee meetings and handling logistics.
- Preparing and distributing minutes.
- Distributing pre-meeting materials to committee members.
- Committee records and documentation management, including maintaining records of membership, meetings, minutes, and committee reports for senior leadership team.
- Maintaining committee Loop site.

#### Consultant

- Participates on both engagement advisory and grassroots committees.

## Meetings

- Meetings will be scheduled as determined by the Chair.
- Meetings may be held in-person or via teleconference or video conference.

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#### **Amendment History**

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