



Guiding Principles

Committee Title:	McMaster's Inspiring From Within Committee
Approved by:	Human Resources Services
Date of Approval:	June 20, 2013
Reporting Structure:	Human Resources Services
Enquiries:	Stacie Cameron, Program Coordinator, Human Resources

1. PREAMBLE

McMaster University offers a wide range of employee engagement, recognition and wellness initiatives to promote an engaged and healthy workplace culture. While these programs are supported by Human Resources Services, it is the assistance of dedicated volunteers from across the University community that enable these programs to be successful.

2. BACKGROUND

The Inspiring From Within Conference began in 2003 and has run yearly, since then. Locations have included Burlington Art Centre, Ancaster Old Mill, Royal Botanical Gardens, the Sheraton Hamilton, The Grand Olympia and Carmen's Banquet Centre. The conference began as a one-day conference, expanded to two and is once again a one-day conference. The number of participants has ranged depending on funding, availability of space and interest between 150 participants and 350 participants. Over the years, the conference adapted a yearly theme but currently only recognizes 'Inspiring From Within'. The committee aims to focus on personal and professional development from quality internal and external speakers.

Conference Format

The IFW Conference is comprised of, but not limited to, the following elements:

- an annual event held during the Winter
- a welcoming, retreat-like ambiance
- opening and closing keynote speakers
- concurrent sessions throughout the day
- conference materials
- lunch and nutrition breaks
- networking opportunities

Since its inception, the event funding for the conference has been, and continues to be, self-supporting through registration fees.

Guiding Principles for **Inspiring From Within Committee**

3. MANDATE/PURPOSE

The purpose of the conference is to aid in the building of an inclusive community and to strengthen and encourage the career and personal growth of all McMaster employees by exploring ideas, suggestions and strategies based on the theme entitled 'Inspiring from Within' (IFW).

Through excellence in event planning organization, implementation and feedback, the Committee strives to continually provide a rewarding, inclusive event for the employees of McMaster University through high-level planning, coordination and implementation of the conference.

4. COMMITTEE

General

- 4.1 The Committee is comprised of no less than (13) and no more than (17) full or part time McMaster continuing or limited term employees who are able to meet the minimum membership terms, as representative of the employee population as possible, which includes future campuses, and who contribute their time on a voluntary basis. Members are encouraged to seek support for their volunteer activities from their management team.
- 4.2 Membership on the Committee is for a minimum of two years and members will indicate their intent to remain on the committee annually with membership not exceeding five years.
- 4.1 End dates will be staggered so that each year no more than one third of the Inspiring From Within committee positions will be open.

Membership

- 4.3 When a position becomes vacant, a Call for Participation will be advertised to all McMaster employees, in consultation between the Chairs and Facilitator, normally between February and April. Interested candidates will be asked to complete a volunteer application to highlight their relevant experience, skills and attributes for this position. The decision will be made through a confidential voting process by the Committee, and will take place prior to the launch of planning for the following year. Applications will be kept on file for one year.
- 4.1 Previous committee members may reapply for membership following an absence of at least two years.
- 4.4 Should a Committee member withdraw during their term, they will not be replaced until the following cycle. The Committee will proceed towards program preparation as planned with fewer members.

Sub-Committees

- 4.5 Within the Committee there are several sub-committees which will assist with program planning. The following sub-committees may exist along with others:
 - 4.5.1 Advertising, Publicity and Communications
 - 4.5.2 Food and Facilities
 - 4.5.3 Volunteers and Registration
 - 4.5.4 Sponsorships and Prizes

Guiding Principles for **Inspiring From Within Committee**

- 4.6 Sub-committees will be comprised of at least two members of the Committee. The sub-committee reports regularly to the Core Committee and should consider suggestions made by the Core Committee regarding the direction and completion of their task.

Facilitator

- 4.7 At least one additional non-voting member from Human Resources Services provides administrative and facilitation support to the Committee.

Chairperson

- 4.8 The Committee is guided by a Chair who is nominated and voted by members of the Inspiring From Within Committee. The term of the Chair is one year.
- 4.9 A Vice-Chair will be elected to assist the Chair with committee responsibilities throughout the year. The term is also one year and will be the successor of the Chair.

5. RESPONSIBILITIES OF COMMITTEE MEMBERS:

General

- 5.1 Committee members are expected to attend all committee meetings except where extenuating circumstances prevent attendance. In the event that a member is not able to attend a meeting, advance notice shall be provided to the Chairperson(s) or Facilitator.
- 5.2 If a member is unable to fulfill their responsibility, they will be asked to step down from the committee.

Inspiring From Within Conference

- 5.3 Committee members will demonstrate a commitment to the success of the Conference by attending meetings, participating in discussions, working collegially, and being fair and equitable in the distribution of work. To this end, Committee members are also asked to actively support the Inspiring From Within Conference by assisting with the preparation of the event, attendance at the event and promotion of same.
- 5.4 Committee members are encouraged to act as 'Information Disseminators' in their work area/area of influence to encourage McMaster Employees in all groups to attend events hosted by the Committee.

Facilitator

The non-voting member(s) from Human Resources Services are an integral and valued part of the Committee.

The Facilitator works with a team of HR colleagues, employee volunteer committees and leaders across the University. The Organizational and Employee Effectiveness Unit identifies opportunities to support employee and management development, promotes strong employee engagement, and strengthens McMaster's ability to attract and retain employees while ensuring the right cultural conditions exist to foster an innovative, rewarding and supportive environment.

The Facilitator is responsible for developing and implementing the program to support McMaster's employee wellness and engagement strategies. The Facilitator is responsible for leading a portfolio of programs focused on these key areas and acts as the committee facilitator for a

Guiding Principles for **Inspiring From Within Committee**

variety of employee volunteer committees. The Facilitator provides event planning subject matter expertise, coordination of committee meetings, oversees the program budgets and ensures programs are successfully planned and launched by encouraging others and through fostering strong working relationships on the volunteer committees.

Committee Chair and Vice-Chair

The roles of the Chairs are important in the governance of the Committee. The Chairs act as the central liaison between the committee and Human Resources Services and will lead and manage the affairs of the committee.

The Chairs should be chosen carefully for qualities of administrative and collaborative leadership distinction.

The Chairs, in collaboration with the Facilitator are responsible to the Senior Management Team within Human Resources Services in any matters dealing with the Inspiring From Within conference. The Chair and Vice-Chair represent the Human Resources Services Department in any matters dealing with the Conference. The Chair and Vice-Chair are responsible for collaborating with the Facilitator to assist with the management of the Committee's physical, financial and human resources, to ensuring that they are utilized as effectively as possible to meet both the short and long-term objectives of the Committee.

In essence, the duties of the Chairs with respect to the Committee are to foster a healthy climate within the University for the conduct of teaching, learning, and service, a climate that is inclusive, in which University members receive equitable treatment and support, and in which procedures are open and visible.

6. MEETINGS

Frequency

- 6.1 From June to December, the Committee meets on a monthly basis. In January, the Committee begins to meet on a bi-weekly basis and this moves to weekly leading up to the conference. Sub-committees meet regularly between these times, providing progress reports to the core Committee.
- 6.2 Every effort is made to hold meetings at times that meet the needs of committee members. Although participation is voluntary, a committee member may need to make arrangements with their supervisor to attend the meetings. Supervisors are encouraged to make these arrangements work wherever operationally feasible.

Agenda Items

- 6.3 The Committee Chair(s) will approve a copy of the agenda for each meeting in collaboration with the Facilitator. Agendas will be distributed to all members one week in advance of regularly scheduled Inspiring From Within Committee meetings.

Minutes

- 6.4 Meeting minutes will be recorded and circulated in a timely fashion. All Committee members are asked to take a collaborative approach to taking minutes during meetings.
- 6.5 Minutes will be forwarded to the Facilitator for review within 10 business days of the meeting except in extenuating circumstances.

Guiding Principles for **Inspiring From Within Committee**

7. VOLUNTEER RECOGNITION

Recognition

- 7.1 Nominations for outstanding contributions made by individual members of the Annual Children's Party, Healthy Workplace, Inspiring from Within, McMaster Employee Spirit Society, Take Our Kids to Work Day & United Way Campaign committees will be recognized monthly as Volunteer of the Month (VOM).
- 7.2 At the end of the campaign/event period, all committee members will be invited to a volunteer recognition luncheon to celebrate their contributions throughout the year.

Eligibility

- 7.3 All volunteers on Engagement & Wellness committees regardless of their employment status are eligible for recognition.

Selection

- 7.4 Each month a new Volunteer of the Month will be selected by the Engagement & Wellness Team and presented with a letter from the University President, an Engagement & Wellness gift and a frame-able certificate at the member's next committee meeting by their Facilitator.
- 7.5 The selected volunteer's name, photo, and nomination highlights will be published on the Engagement & Wellness Volunteer website each month and may be highlighted in departmental newsletters.

Peer Nomination

- 7.6 Volunteer members of each committee may submit a written VOM nomination of a peer to their Facilitator. The written nomination must outline the reasons why their peer should be considered for that month as well as a description of how the candidate has met the criteria listed in the Volunteer of the Month criteria.

8. DOOR PRIZES

- 8.1 Volunteer members of the Inspiring From Within Committee are ineligible for door prizes presented at programs hosted by the Inspiring From Within Committee. Door prizes are intended solely as gifts for registered participants outside of the Inspiring From Within Committee in order to maintain the integrity of the Committee.
- 8.2 Volunteer members of the Inspiring From Within Committee are eligible for door prizes and gifts presented at events and programs hosted by other Engagement & Wellness committees.

9. RELEASE OF INFORMATION

- 9.1 By becoming a Volunteer member of the Inspiring From Within Committee you agree that personal information will be collected under the authority of The McMaster University Act, (1976). The information is used for public relations purposes including, but not limited to, publications, websites and materials promoting McMaster University. Personal information will not be used for any unrelated purposes without prior consent. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). If you do not wish to have your information posted electronically please advise us in writing.