

TMG Communications Sub-Committee - Terms of Reference

1.0 Purpose:

This focus of this Sub-Committee is to:

- *Deliver communication and engagement opportunities which will enhance the TMG experience and create a sense of community for TMG at McMaster.*
- *Create strategic exchange forums for questions, concerns and input to the TMG Committee, and for TMG to connect with McMaster's President and Vice-Presidents' committee (PVP).*

2.0 Mandate:

To enable our purpose, our Sub-Committee is committed to delivering the following initiatives:

- Host an annual TMG Forum (typically in January) that is interactive and supports creating a sense of community amongst TMG members*
- Publish one to two newsletters a year for TMG members (e.g., Spring and Fall) to provide community updates for TMG members with a focus on appreciation and well-being and any other TMG website enhancements required*
- On an annual basis, as time and resources allow, provide additional opportunities for TMG members to interact with University leaders (e.g., webinar series)*

Members may also be asked to provide input (as representatives of the TMG community) for various engagement and/or workplace initiatives developed by the TMG Committee or the Human Resources Organizational Development team.

3.0 Structure:

This Sub-Committee will be reflective of The Management Group (TMG) community and will include one Chair, one Vice-Chair, one HR partner and 10-12 members.

All members will have input to decisions and will have the opportunity to participate in the various activities offered by this Sub-Committee throughout the year.

4.0 Commitment:

An annual schedule of meetings will be developed to review and monitor the work plan created by the Sub-Committee. Generally, meetings will be held every 4-6 weeks for 1 hour, however, additional working sessions may be held as required to support event and project delivery.

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Members will be expected to attend meetings and participate in planning and delivery of initiatives. Members will be expected to attend and possibly assist during the TMG Sub-Committee events including but not limited to the forums and webinars.

5.0 Roles:

Chair and Vice-Chair:

One Chair and one Vice-Chair will be identified by the Sub-Committee. The Vice Chair will assume the role of chair after 1 year and a new Vice-Chair will be identified for continued transition and succession. These roles will:

- *Facilitate the meetings maintaining an open and effective process; model participation*
- *Plan meeting agendas, and review and release action plans, and progress updates*
- *Act as the primary liaison with the TMG Committee and other University partners*
- *Lead the group's communication strategy and budget review process for planned initiatives*
- *Actively champion/ lead project related updates in the TMG Forums and other events*
- *Lead recruitment efforts by accepting indications of interest and facilitating individual discussions*
- *Review the Terms of Reference as required*

Sub-Committee Member:

10-12 members will be identified to participate on the Sub-Committee. Members will have input to the annual work plan, group decisions, and how they will support the projects established each year based on personal areas of interest. Members will be asked for a minimum one-year commitment and option to extend to 3 years. Members are asked to:

- *Attend and actively participate in meetings and required planning discussions*
- *Develop and present recommendations*
- *Provide input to designing and implementing a communication strategy for initiatives*
- *Assist in training and orientation of new members*
- *Create updates and assist with promotion*
- *Participate in TMG Forums/ events*
- *Collect and share information related to initiatives to and from the TMG community*

HR Partner:

Human Resources will provide ongoing consultation of best practises, advice and support to the Sub-Committee. Human Resources will provide Organizational Development advise and will organize administrative support (e.g., coordinate required approvals and budget) and will serve as the recording secretary. Meeting agendas will be prepared in conjunction with the Chairs and distributed to Sub-Committee members in advance of the meeting dates. Summary notes, including decisions and action items, will be documented by Human Resources and circulated to the Sub-Committee members.