TMG Communications and Development Sub-Committee:
Terms of Reference Guidelines

1.0 Purpose: Why did we create this Sub-Committee?

Our group of TMG leaders have joined together on this Sub-Committee to:

- 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).

- Deliver leadership development and communication opportunities that will enhance the TMG experience and create a sense of community for TMG at McMaster.

2.0 Mandate: What we will focus on accomplishing?

To enable our purpose, our Sub-Committee is committed to:

a) Creating a sense of community amongst TMG members

b) Ensuring interactive and timely communication within the TMG community through ongoing forums, our website, written announcements, surveys, conversations with TMG members and other modes of communication

c) Providing input to the design and delivery of leadership development opportunities for TMG, working in partnership with the Total Compensation Sub-Committee and Human Resources

Initiatives will include our TMG Forums, PD Retreat, input to new Leadership curriculum design, TMG website enhancements and TMG Update communications

3.0 Structure: How will the group be structured?

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 Meetings and Commitments: How much time will be involved?

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 monthly for 1-2 hours, however, additional working sessions may be held as required to support event and project delivery.

Members will be expected to attend monthly meetings and participate in planning and delivery of initiatives. A commitment discussion will be held if more than 3 meetings per year are missed given we will be depending on full participation of all active members to deliver plans.

July 2017
Members will be expected to attend and possibly assist during the TMG Sub-Committee events including but not limited to the forums and PD Retreat.

**5.0 Roles: How can I contribute on this committee as a TMG leader?**

Each year, all Sub-Committee role terms will begin in July. These roles present excellent leadership development opportunities for TMG, with an opportunity to grow strong networks with TMG and other University colleagues.

**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, performance measures and progress updates
- Create and monitor the annual work plan and establish key performance indicators
- Act as the primary liaison with the TMG Committee and other University partners including HRS, MPS, PR, etc.
- Lead the 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 Members:**

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 monthly 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 Partners:**

Human Resources will provide ongoing consultation of best practices, advice and support to the Sub-Committee and its working groups. Human Resources 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 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.