

UW-Madison OHR Engagement, Inclusion and Diversity Team Committee Charter

Committee Name	OHR EID Committee
Executive Sponsor(s)	Director of Human Resources
Committee Description	
An Engagement, Inclusion and Diversity (EID) committee has been created from volunteers across various units in the Office of Human Resources (OHR). This team will be reviewing and analyzing the results the previous teams' work and also reviewing and analyzing the results of the Engagement, Inclusion and Diversity Survey that was given to OHR employees. The EID committee will make recommendations for a continuing action plan for OHR, and may facilitate some of these activities.	
Committee Purpose and Goals	
Research in both the public and private sectors confirms that greater employee engagement, inclusion and diversity will heighten individual job satisfaction, make for better decisions, and improve organizational performance.	
<ul style="list-style-type: none"> • Follow through on VCFA EID initiatives • Recommend strategies with clearly defined deliverables to OHR leadership specific to engagement, inclusion and diversity • Serve as a resource for individuals in OHR to ensure ideas for improving the EID culture are vetted • Recommend actions on manners related to EID to infuse practices into every day work • Execute the committee goals in order to improve the culture of engagement, inclusion, and diversity in the division. • Be aware of and actively work to improve employees sense of feeling supported, valued, and respected at work 	
Decision Authority and Coordination with Executive Sponsor	
<ul style="list-style-type: none"> • Team will make recommendations for action plan • Final decisions and approval will be made by the Executive Sponsor, Director of Human Resources • Periodic meetings with the Executive Sponsor to provide updates and gain input 	
Work Contributing to Goals and Purpose	
<ul style="list-style-type: none"> • Analyze, develop, and recommend EID actions for OHR based on bi-annual survey and other needs assessment input, such as the bi-annual VCFA EID survey • Annually contribute to and recommend OHR EID goals • Provide agenda items when necessary to OHR All-Staff Meetings • Develop, plan, and coordinate EID related Professional Development for OHR staff • Contribute to Campus Diversity Calendar as events are identified • Seek input and feedback from OHR employees on ideas for improving EID Culture • Seek input and feedback from OHR employees on where EID is lacking; offer improvement suggestions 	
Regular Administrative Duties	
<ul style="list-style-type: none"> • Contributions to regular OHR communications, such as The Buzz • Monthly facilitation of conversations with Director of Human Resources • Weekly check suggestion boxes then review, respond and recommend as needed • Ongoing contribution to ABCD board to role model for other OHR employees 	
Time Commitment	
<ul style="list-style-type: none"> • Committee's regular meetings are scheduled every two weeks for two hours on average • Sub groups may be created and have expectations outside of larger group meetings • Recommendations for implementation of action plan will be on an ongoing basis • Committee term to be two-years, reviewed every March 	
Roles	Responsibilities
Committee Chair	Manage Committee and maintain communication with executive sponsor / team
Team Facilitator	Facilitate meetings and assist team leader committee chair between meetings (if necessary)
VCFA Liaison	Provide updates and serve as liaison to VCFA and OHR EID committees
HRMT Representative	Serve as liaison to OHR managers/ supervisor and OHR EID committee (if necessary)
Committee Member	Contribute in meetings and in any sub groups as needed
EID Coordinator	Help analyze data from the VCFA EID survey and other sources, serve as liaison with VCFA EID initiatives