Charter for a Work Environment Improvement Committee

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Charter for a Work Environment Improvement Committee

Term of Service for Members

Beginning with the meeting for January 2009 and each January thereafter, no more than one-third of the sitting members of the WIC (other than the Director of OM) should be replaced with new representatives from the respective offices. The WIC members slated for replacement should be persons (other than the Director of OM) who have served at least three full years. Replacements for departing members should be identified and recruited as outlined above. The WIC should identify which representatives will be replaced and agree on the names of potential replacements to allow sufficient time for replacements to be contacted. A party that has served at least three full years should not be re-appointed to the WIC for at least a one year period after his or her prior service has ended.

Subcommittees

The WIC may appoint subcommittees to study specific issues and to make recommendations to it. Such subcommittees should operate in accordance with a charter approved by the WIC. The subcommittee may be made up of representatives who serve on the WIC, Agency employees not currently serving on the WIC, or both.

Operating Procedure

The WIC will meet monthly to identify and address issues and make recommendations to Agency management on ways to achieve a more positive and productive work environment.

Meeting Start and End Times

To facilitate teleconference participation by out-stationed OS examiners, WIC meetings will begin at 10:00 am and end at 12:00 pm unless scheduled otherwise.

Responsibilities of the WIC Chair

The Chair is responsible for culling agenda topics from among those suggested and setting the agenda for each meeting. The Chair advocates WIC recommendations and decisions to Agency executive and management officials when and as needed.

Responsibilities of Each WIC Member

Represent not only your own interests but also the interests of the other employees in your Office. Come to meetings on time, listen without interrupting, contribute to the discussion, be respectful of other Committee members as well as guest presenters, and honor confidentiality as appropriate.

Responsibilities of the WIC Facilitator

Orient participants to the origin of each agenda topic as necessary, keep the discussion on track in accordance with the time allotted for each topic, and suggest ways the participants can move effectively toward their objectives. Assist the Coordinator in preparing meeting materials and guest presenters.

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Responsibilities of the WIC Coordinator

Draft and distribute the agenda and minutes for each meeting with WIC members' review and input, noting all issues, decisions, and action assignments (what, who, when). Serve as a single-point-of-contact for the Committee (for proposed agenda items, etc.). Assist the Facilitator in preparing meeting materials and guest presenters. The WIC Coordinator does not have voting authority.

Issues to be Addressed by the WIC

The WIC will determine the specific issues it addresses, consistent with the Committee's workplace improvement mission.

Problem Solving, Decision Making and Dispute Resolution

The WIC will strive to resolve problems, make decisions and settle disagreements by consensus whenever possible. WIC decision making may not be deferred for lack of a quorum unless there is a consensus among those present to do so. WIC decisions may be revisited when there is a request and a consensus to do so.

Communication

The WIC will send out information as a Committee rather than as individuals. A WIC email address will be used to disseminate Committee agendas, minutes and other information and to receive messages for the Committee submitted by non WIC members. WIC information will be posted on the lunch room bulletin board. WIC information will also be disseminated and employee input to the WIC will be received through a WIC website on the Agency intranet.