

OBGYN STAFF ORGANIZATIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Department Head optimal approaches to organizational development and effectiveness, including career development, leadership development, wellness, mentorship, recognition, succession planning, diversity and inclusion, and governance in support of all OBGYN staff.

Composition

This committee is made up of OBGYN staff from each employment group and across its three main academic sites. This committee will be chaired by the Administrative Director.

Guests may be invited to join specific meetings or portions of specific meetings at the chair's discretion.

Meeting Schedule and Administration

For the first six months meets approximately once per month at the call of the chair. Thereafter the committee will meet quarterly.

All members are expected to attend all meetings in person or via videoconference or phone.

Quorum and Decision Making Process

Quorum consists of 50% plus one of members. Decisions are typically made by consensus.

When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Reports and makes recommendations to the Department Head.

Responsibilities

This committee:

1. Makes recommendations to the Department Head regarding optimal approaches to organizational development and effectiveness based on best practices.
2. Considers all staff to continuously improve the workplace environment.
3. Updates, develops, and oversees implementation of existing and new methods to strengthen the Department's workforce, including supporting career development, wellness, leadership development, and mentorship.
4. Identifies solutions and approaches that have been successful in other workplaces to learn from and apply to the Department where appropriate.
5. Engages actively in supporting organizational development.