

PD Week Organizing Committee Terms of Reference

Approved: April 2021

Background:

Financial Management Institute's (fmi*igf) PD Week is its flagship learning and community-building event targeting the public sector, which is organized in partnership with a PD Week Organizing Committee (referred to as "the Committee") made up of volunteers from the public sector. Being part of the Committee supports the career development of technical and leadership competencies of Committee members and is seen as an essential element in the annual success of PD Week.

The event relies heavily on the engagement and commitment of the PD Week volunteers to be successful. A collaborative partnership relationship is central to the success and is nurtured between National Office and the Organizing Committee, under the leadership of the CEO, the Director Marketing and Programs and the Chairs of the Committee (current and past).

The CEO is accountable to the Board to execute strategy, including the financial and legal accountabilities for PD Week, and treats the relationship with the capable team of engaged leaders who make up PD Week Organizing Committee as partners in success.

A Guideline (procedural document) outlining more details on **Roles & Responsibilities** will be reviewed at the beginning of each new cycle to ensure it reflects the operating context for the PD Week that lies ahead. The Guideline is envisioned to be evergreen and may be updated as required in agreement between the CEO and the Chairs of the Committee so it can remain as current as possible and reflect the logistics required for the upcoming year's PD Week. The Guideline will build off of the proposed partnership approach between the Committee and National Office (refer to Annex A for a diagram of the key elements).

Authority:

fmi*igf's National Board of Directors sets the strategic direction for fmi*igf, and approves products such as PD Week as a part of its annual strategic plan. The Board sets policy, budget and other relevant operating guidance for fmi*igf, to be followed by its National Office and Committees such as PD Week's Organizing Committee. The CEO is accountable for executing and reporting on the strategy within the approved guidance of the Board, including budget.

The PD Week Chairs work closely with the Director Marketing & Programs and National office, under the direction of the CEO, and are responsible for the assembly of a strong dedicated team of volunteers. They are also accountable for the management and operations of the PD Week Volunteer Organizing Committee, such that it can contribute at its best in partnership with the National Office to plan for, organize and execute an excellent PD Week within the parameters set by the Board.

As part of the approach, the objective is to ensure that the appropriate accountabilities and liabilities rest with National Office, and the Committee is facilitated to operate and contribute to the success of PD Week without taking on any undue accountability/liability.

Composition of the Committee:

The PD Week Volunteer Organizing Committee may vary slightly from year to year, and is typically comprised of the following positions:

- Chair (or Co-Chairs) and Past Chair
- Content/Stream Leads, who report to the Chair(s)
- Content/Stream Development Members, who support the Content/Stream Leads
- Speed Mentoring Lead(s)
- Executive Content/Stream Lead(s)

In order to ensure PD Week success, it is important all participants in the process are identified for what they can bring to the Committee and assigned to appropriate roles and responsibilities which allow them to be at their best and add value to PD Week. Based on Committee experience, a factor in their success is that its members should be a current government employee.

Partnership Approach:

New for 2021, in order to gain greater planning efficiencies and enhance the volunteer experience, the CEO and the Chairs re-imagined a new partnership. One in which the Committee and National Office work in a structurally integrated manner. The most notable change is the introduction of integrated sub-committees made up of volunteers and augmented by the dedicated addition of a mix of National Office staff.

The CEO will sit on the leadership level Committee, various Directors and National Staff would also participate on that Committee as well as sub-committees such as Content/Stream Committees, Executive and Speed Mentoring to name a few.

Taken together, this will serve to bring to life the partnership approach envisioned, and, streamline the administration of planning in support of the common goal. The following benefits are expected to accrue:

- ▶ Creating seamless synergy between volunteers and fmi*igf National Office staff
- ▶ Tapping into untapped potential
- ▶ Igniting the capability to contribute
- ▶ Eliminating barriers to efficiency and effectiveness
- ▶ Nurturing broader access to senior leaders
- ▶ Right sizing and aligning accountabilities
- ▶ Minimizing liabilities (clarity on ultimate accountability)
- ▶ Tapping into the “voice” of the community
- ▶ Energy, enthusiasm, capability
- ▶ Ideas and input
- ▶ Insider outreach into the community
- ▶ Avenue for volunteer recruitment and development

This partner approach is also intended to provide **Enhanced Volunteer Experience Value**. Volunteers are critical **Partners and Public Service Ambassadors** who provide essential support to the quality of planning and delivery of PD Week. As depicted in the graphic in **Annex A**, they are integrally involved in activities, such as engaging and consulting the Public Service, garnering Feedback on fmi*igf products and input ideas to pair with their own ideas and experiences to help formulate an outstanding PD Week program. In doing so, the experience will offer volunteers other benefits such as:

- ▶ Playing a critical influencing role in developing their community of practice
- ▶ Peer recognition and networking opportunities
- ▶ Opportunity to take on roles they typically would not necessarily have access to at work
- ▶ Being a defining voice for the community and bringing ideas and input to the content of PD Week
- ▶ Grow professionally as a leader
- ▶ Credit for participation formally recognized in own learning plans
- ▶ Access to training and associated CPD Hours
- ▶ Exposure to work with and learn from senior leaders
- ▶ Being recognized for effort behind building a flagship annual event

Term and Frequency:

Annually, the Committee is struck as early as is practicable and reasonable to allow for a measured and manageable planning cycle leading up to the November PD Week, without overburdening the volunteers. It is envisioned that the higher level positions of the Committee need to be in place to begin contributing to the planning and execution 9-10 months prior to the event, and the rest of the Committee members in place by no later than 8 months prior. This helps ensure deliverables can be managed in better equilibrium over time so Committee members can enjoy a better work/volunteer balance.

Structure of the Committee:

The Chairs would most likely begin meeting with fmi*igf's CEO and Directors early on and often and may choose to establish a tiered approach to the PD Week Committee structure when it reaches Committee assembly phase. It is envisioned the leadership level would meet routinely and the entire Committee would meet less often. Sub-committees (e.g. Content/Stream, Speed Mentoring, Executive Stream organizing Committees) would meet more frequently as/when required and provide project updates to the Leadership Committee to maintain the momentum.

- ▶ PD Week Organizing Committee – made up of all members of the sub-committees below
 - Integrated PD Week Leadership Committee: Chairs & Content/Stream Leads with CEO and Directors National Office
 - Content/Stream Committees: Day/Theme Leads and Content/Stream Teams and National Office leads
 - On-site Volunteer Committee: National Office-led

ANNEX A

