



## Employer of Choice Steering Committee Charter



**Executive Sponsor:** Wanda Thompson

**Steering Committee Membership:**

- Co-Chair: Eric Frost
- Co-Chair: Patty Brecht
- Paul Seale
- Elvira Szigeti
- Greg Threatte
- Hugh Bonner
- Kim Utter
- Joni Hinds
- Lynn Cleary
- Eric Smith
- Katie Mooney
- Ad hoc: Wanda Thompson
- Ad hoc: Deb Stehle

**Purpose**

The Employer of Choice Steering Committee is a cross-functional executive group that sets overall parameters and provides high-level project guidance to the Employer of Choice Implementation Teams.

- Responsibilities include:
  - Approve team purpose, goals and objectives
  - Approve team work plan to include
    - Approve and monitor
      - Timelines
      - Metrics
      - Major Deliverables
      - Approve budget/resource requirements

The Employer of Choice Steering Committee will oversee the following groups:

- HR Advisory Council
- Civility Committee
- Diversity Task Force
- HR Institute Committee

It is expected that the Steering Committee will convene several times initially and then quarterly thereafter.

**Team Work Plan**

Each Implementation Team will be responsible for completing a Team Work Plan and submitting it to their Steering Committee for approval. If any changes in the original Team Work Plan are required as work progresses, the plan should be revised and resubmitted to the Steering Committee for review and approval.

The Implementation Teams will be responsible to provide a quarterly status report to the Steering Committee, and provide quarterly plan updates via the web.

	Date Updated	Initials
_____ Team Purpose/Scope	_____	_____
_____ Work Plan	_____	_____
Goals/objectives/timeline	_____	_____
• Metrics	_____	_____
• Key Stakeholders	_____	_____
• Resources for implementation	_____	_____
• Major Deliverables/timeline	_____	_____
• Communication Plan	_____	_____
_____ Budget Developed (if applicable)	_____	_____
_____ Status Reports - Quarterly	_____	_____