

Action Committees

Background

An Action Committee is a cross-functional team (i.e., staffed with people from different departments, levels, and tenure cohorts) called into existence by the management team to work together to produce a specific outcome by a specific date

Each action committee has:

- A charter that is approved by the management team. Some committees stand indefinitely but most sunset when their outcome is produced
- An executive sponsor who is a member of the management team and who keeps in touch with where the committee is relative to its targets and ensures that the right things happen to meet its goals, the executive sponsor also keeps the management team informed of progress and passes guidance from the management team to the committee
- A core group of two or three specifically designated team members by the management team to make sure the targeted outcome is produced

Action Committee Participation:

Participating on an Action Committee is a great way for employees from across the firm to work together ON, and to build, our business and our work community. Any and all employees are welcome to participate on an Action Committees, according to business needs and personal interests, as they have time and energy to do so.

Additional benefits that accrue from Action Committees:

- An important aspect of our business or community moves forward in a purposeful way
- Employee community moral boosts from working together on something important
- Managers work together as people (not as bosses) on important matters
- Those who step up to lead Action Committees grow as leaders
- Cross-company awareness, bonding, appreciation of each other
- Improved networking in the communities served
- Lower attrition due to increased connection to the company

The following points serve as a guide along these lines:

- Assigned day-to-day work responsibilities must not be compromised by participation in an Action Committee. That is, it is never acceptable to compromise work assignments in favor of participating in committee efforts
- Leaders of Action committees will schedule meetings and activities so as to minimize work disruption and to maximize the possibility of employee



participation. For example, meetings and activities will be held early or late in the day or in the evenings or on weekends

- All time spent on Action Committees is in addition to (i.e., over and above) standard work hours.
- Action Committees that require a lot of time have an assigned project number for participants to charge time to. Employees are authorized to spend up to a defined number of hours per pay period as determined by their manager and the Action Committee leaders to Action Committee work. Any hours charged in excess of the allotted per pay period must be approved in advance by the member of the management team that sponsors the committee and by the employees line manager.
- It is up to each employee to decide whether to participate in any Action Committee including the Charitable Action Committee. In some cases, managers may suggest or nominate specific employees to participate in order to broaden perspective, ensure diverse participation, and as part of their leadership development but the final decision is up to the individual themselves.

