

Idea Group Charter

Who

Drew Youngs, WW – Co-chair

Samantha James, Bus Ops – Co-chair

Lucia Walker, Financial – Member

James Plummer, WRP – Member

Shelly Clark, WQ – Member

Selene Lehmann, HR – Member

Jasper Hobbs, WQ – Member

Prior to Q1 meeting of each fiscal year, the Idea Group will issue an open call for employees interested in serving as a member. The members will be confirmed at the Q1 meeting each year.

What

The Idea Group is responsible for reviewing and providing guidance on presented project ideas. Projects may require a task force at the discretion of the Idea Group. Task forces can be comprised of an individual staff member, or multiple staff members with at least one project lead.

All NEIWPCCE employees may introduce project topics for consideration. Leadership of and membership on each task force is open to all NEIWPCCE employees, both internal and external to the Lowell headquarters. The Idea Group is responsible for monitoring the progress of projects, and assisting in bringing projects to completion. If the Idea Group is presented with an idea outside of its purview, they will recommend another avenue.

When & Where

The Idea Group will conduct at least four meetings per year, once per quarter; however, additional meetings may be scheduled if needed. Meetings will be conducted in two sections:

- Open: Any interested NEIWPCCE employees may attend the open section of the meeting. During this section of the meeting, project proposals will be presented. Previously approved project leads will provide a brief update on their progress. Finally, the Idea Group will strategize how to report to the NEIWPCCE community on task forces who have completed their projects.
- Closed: Attendance restricted to the Idea Group co-chairs and members. During this section of the meeting, the Idea Group will discuss the status of previously approved projects, project ideas not yet taken up, and self-governing practices.

Why

The Idea Group provides an opportunity and forum for staff to propose changes to NEIWPCCE's current sustainable practices, application of technology, operations, and work-life integration.

How

1. Staff may present a project idea at a meeting, or communicate the idea to the co-chairs in advance of the next meeting.
2. The Idea Group will discuss projects during the closed portion of the meeting, and will approve the project idea as presented or will follow up with further discussion.
3. If the project has been approved, the task force will move forward.
4. The task force informs the Idea Group on the successes and challenges of their project
5. Depending on the relevancy to other NEIWPCCE staff, the task force may also present the outcome to others.