



## Social Team Building & Recognition Committee Charge

The overarching purpose of the Social Team Building & Recognition Committee is to enhance the advising staff's sense of place and connectedness to one another as a whole. This team will coordinate social gatherings and opportunities to recognize and celebrate advisors each term.

The key objectives of the Professional Development Committee are as follows:

- **Assess Needs:**
  - Determine annual Student Advising social gatherings
  - Determine if there is a need for more informal gatherings throughout the year
  - Determine the types of recognitions that are needed for advising staff to feel valued and cared for
  - Determine when and how often recognitions are given
- **Program Development:**
  - Develop a social events newsletter and calendar
  - Develop social gatherings formal and informal
  - Develop different types of recognitions and a way to showcase these recognitions.
  - Develop rubric for recognition
- **Resource Management:**
  - Collaborate with the Advising Leadership Team to secure necessary resources such as funding, facilities, and technology to support the implementation of social team building and recognition efforts. Explore partnerships with external organizations if necessary.
  - Provide any necessary budget/cost analysis to Advising Leadership
- **Implementation and Evaluation:**
  - Execute and manage annual social gatherings
  - Execute and manage informal gatherings
  - Track team building and social gathering success/feedback via survey
  - Manage formal and informal employee awards/recognitions
- **Reporting:**
  - Prepare regular progress reports for the Advising Leadership Team, highlighting the achievements, challenges, and recommendations of the Social Team Building & Recognition.
  - Provide recommendations for future programs/strategies to further enhance professional growth.

This committee will have a team leader that schedules meetings, creates agendas, monitors progress, and presents at PAC when requested.