

# **Larimer County Employee Experience Advisory Council Charter**

**Name:** Larimer County Employee Experience Advisory Council

**Executive Sponsor:** Assistant County Manager

**Responsible Official:** Human Resources Director

**Council Liaison:** Learning Administrator

**Council Co-Chairs:** 3 Co-Chairs elected by council members

**Date Implemented:**

## **PURPOSE AND SCOPE OF WORK**

The Employee Experience Advisory Council (EEAC), consisting of active County employees, collaborates with the Council Liaison to advise County Leadership on developing measurable action plans that promote civility and foster a respectful, courteous, and professional workplace culture.

### **Responsibilities of the Council:**

- Advise Larimer County Leadership on the employee experience and workplace culture initiatives through the Council Liaison.
- Serve as a change agent by facilitating learning, feedback, and recommendations to support respectful workplace interactions.
- Assist in developing employee experience-related initiatives and key milestones for the annual Employee Experience Plan.
- Coordinate and communicate employee experience objectives with County Leadership.
- Research and recommend innovative practices for fostering a workplace culture grounded in mutual respect and professionalism.
- Identify barriers to respectful communication and collaboration, and recommend solutions.
- Recommend training, awareness programs, and resources that build skills in empathy, active listening, curiosity, conflict resolution, and professional courtesy.
- Provide guidance on measuring and evaluating the effectiveness of employee experience strategies and programs.
- Review and recommend improvements to workplace goals and strategies across departments.
- Strengthen interdepartmental collaboration and facilitate the sharing of positive workplace practices.
- Recognize and celebrate examples of outstanding employee experience across the County.

## **AUTHORITY AND ACCOUNTABILITY**

The Council advises Larimer County Leadership and sets goals through an annual Employee Experience Plan through the Council Liaison. It reviews the plan annually and recommends adjustments as needed. The Council is accountable to the Assistant County Manager, supported by the Human Resources Director and the Council Liaison.

## **ROLE OF THE EXECUTIVE SPONSOR**

- Provide executive-level leadership and support for the success of the Council.
- Coordinate with County Leadership to provide the Council with feedback on annual priorities and measures of success.
- Support implementation of the Employee Experience Plan.
- Provide recommendations for coordinating communications.

## **ROLE OF THE RESPONSIBLE OFFICIAL**

- Along with the Executive Sponsor, coordinate with Leadership to provide the Council feedback on priorities and success measures.
- Remove barriers and create opportunities for alignment of the Council's work with other organizational efforts.
- Provide tools and resources to support the Council and Liaison.
- Make final decisions regarding recommendations to remove a Council member.

## **ROLE OF THE COUNCIL LIAISON**

- Work directly with the Council to develop and implement the annual Employee Experience Plan.
- Present information to County Leadership regarding initiatives, efforts, and metrics as needed.
- Monitor and track membership to ensure adherence to the charter.
- Make recommendations to the Responsible Official regarding the removal of members if needed.

## **STRUCTURE**

- Reports to the Council Liaison.
- Consists of no more than 35 members, representing varied functions, departments, and perspectives.
- Has 3 co-chairs elected by members.
- Meets monthly.
- May establish subcommittees as needed to perform work.
- Advises and makes recommendations to County Leadership.

## **RESPONSIBILITIES OF THE CO-CHAIRS**

- Plan and organize the Council's work with the Council Liaison.
- Conduct monthly meetings.
- Inspire and support members to action.
- Ensure accurate records and timely communication with stakeholders.
- Continuously improve the Council's effectiveness.
- Communicate with supervisors regarding time commitments.

## **CRITERIA FOR CO-CHAIRS**

- Commitment to and understanding of the employee experience and its relationship to engagement and organizational success.
- Skills in facilitation, project management, consensus building, and constructive conflict resolution.
- Strong listening skills and ability to navigate differing viewpoints respectfully.
- The respect of peers.
- Commitment to act as a role model.
- Participation in at least 4 hours annually of ongoing learning.
- Attendance at 10 of 12 meetings annually.

## **CRITERIA FOR COUNCIL MEMBERS**

- Commitment to modeling respectful communication, empathy, and professional courtesy.
- Ability to work well in teams, engage in constructive dialogue, and build consensus.
- Openness to new ideas and perspectives.
- Willingness to provide solutions and recommendations.
- Participation in at least 2 hours annually of ongoing learning.
- Attendance at 8 of 12 meetings annually.

### **Collectively, the Council should have:**

- Skills in facilitation, planning, and conflict resolution.
- Experience with measurement and data analysis related to workplace culture and the employee experience.
- A balance of big-picture thinking and detail orientation.

## **MEMBERSHIP**

Membership will be selected through a process led by the Council Liaison, in collaboration with Co-chairs, the Human Resources Director, and County Leadership. The Council should reflect a mix of roles, departments, and perspectives.

Members commit up to 3 hours per month; Co-chairs may spend up to 6 hours. Members and Co-chairs should inform supervisors of their participation for scheduling purposes.

Terms are two years, with the option for renewal based on capacity and performance. Members are expected to collaborate, respect differing viewpoints, and consider organizational interests.

Members whose behavior does not align with expectations may be removed following a review by the Co-chairs and Council Liaison, with the Responsible Official making the final decision.

Proposed charter changes must be approved by a majority of members, reviewed by the Responsible Official, and finalized by the Executive Sponsor.