HR Rep Meeting
Improvement Committee

Suggestions and Recommendations
Key Input from the Committee

- Many HR reps are “part-time” with other major aspects to their jobs while others are full time HR professionals; let’s make sure the meetings are relevant to both groups.
- Interest in making the meetings more discussion-oriented.
- Ensure information is available to those who can’t attend the meetings.
- Interest in HR related professional development outside the quarterly meetings.
- Need calendar of events.
- Need better support for practices and processes – especially for reps in small units.
- Need effective central repository for HR information.
Proposed Changes to Meetings

• Keep agendas to 4-5 substantial topics
• Make announcements succinct (5 minutes at the end of the meeting)
• Handle “mandatory” information through webinars outside quarterly meetings, to ensure all HR reps can attend and the information timely
• Use meeting rooms that support discussion
• Seek ways to have topics led by HR reps
Other Initiatives

• Review HR rep list and survey reps to understand partial vs. full time HR responsibilities

• Sponsor training sessions once or twice a year to provide professional development outside the HR rep certification series

• Review the website for effectiveness as:
  • Central repository of HR information
  • Documentation of processes and practices
  • Calendar of events