

**Park District of Oak Park
Innovation Committee Charter**

I. Purpose

The Committee has been created by the Executive Director to advance PDOP experiences for staff and residents. Through engagement of staff and community stakeholders, the Committee will:

- 1) Assist by identifying insights and ideas that address challenges facing the organization and**
- 2) Facilitate the testing of less proven ideas through the adoption of new or enhancement of existing ideas, driving positive outcomes for the Park District of Oak Park.**

The Committee functions as a broadly knowledgeable and objective group with the authority to undertake the specific duties and responsibilities listed below.

II. Membership

The Committee shall be comprised of no more than seven Park District year-round staff. The Executive Director will appoint a Chair and review applications for membership positions. Committee membership will be a length of two years. The main qualification for appointment to the Committee shall be the potential a staff member has, based on past experience, to serve as a role model for other Park District staff in regards to resourcefulness, innovation, and ability to propel self and/or the agency forward. However, to ensure as broad of a perspective as possible, the following guidelines have been put in place:

- a. No more than 2 members from the same Department may be members of the Committee at the same time,
- b. At least 2 members of the committee must be in non-managerial roles with no more than 1 member of the Committee in a senior leadership position (Department Head).
- c. With approval from the Executive Director, the Chair may invite a sixth member to join the Committee who is not a year-round Park District staff member. This additional member could be a seasonal employee, volunteer, consultant, or other interested person who the Executive Director and Chair both agree would add value to the Committee and would have the ability to fulfill the responsibilities and duties as a member of the Committee for a minimum of one year

III. Meetings

The Committee shall meet at such times and with such frequency as the Committee determines appropriate, but not less than bi-monthly. The Committee may ask other Park District staff or related

persons to attend meetings (or meet with a member of the Committee) to provide pertinent information as necessary.

IV. Duties and Responsibilities

The Committee shall:

Inspire, recognize, and reward innovation

Build engagement and capacity for innovation in the organization

Serve as an internal resource to assist in problem-solving research analysis and facilitate idea generation and experimentation

Identify and provide resources and opportunities for individual self-improvement and group training related to innovation and critical thinking

Administer Launch Pad and determine how to best use designated funds to advance innovation in the Park District; criteria for rewarding funding is based on:

- Feasible: How feasible is this idea to implement?
- Connect: How well does the idea connect to organization outcomes?
- Effective: Will the idea have a clear outcome/impact to show effectiveness?

Review, evaluate, and report on the Committee's performance annually;

Review the Committee Charter annually for adequacy and recommend any changes to the Executive Director; and

Perform any other activities consistent with this Charter or as the Committee or Executive Director may deem necessary or appropriate.

Committee Members shall:

Research and analyze organization challenges, engaging key stakeholders

Monitor, collect, and bring to the Committee information regarding existing and future industry trends;

Identify and participate in (when practical) professional development opportunities and trainings related to innovation;

Serve as a role model to Park District staff in regards to resourcefulness, innovation, and ability to propel self and the agency forward; and

Serve as Launch Pad ambassadors, sponsoring various Launch Pad ideas.

Communicate and market Committee activities and initiatives to Park District staff.

Committee Chair shall:

Set the agenda for Committee meetings;

Leadership Team Liaison:

Report significant items covered at Committee meetings and progress of Committee initiatives to the Executive Director