

## Quality of Life at Work Committee

### Montreal Children's Hospital & Women's Health Mission

#### 1. Purpose

The Quality of Life at Work Committee (QLWC) exists to foster a positive, inclusive, and engaging work environment for all staff of the Montreal Children's Hospital and the Women's Health Mission. The committee achieves this by organizing a variety of staff appreciation events throughout the year that promote well-being, team spirit, and recognition of staff contributions.

#### 2. Scope of Activities

The QLWC is responsible for planning, organizing, and executing **8–10 staff appreciation events annually**, which may include but are not limited to:

- **Summer Party**
- **Halloween Celebration**
- **December Holiday Party**
- Themed events (e.g., wellness days, staff recognition days)

Events are designed to be inclusive and accessible to all staff, and to reflect the diversity and values of the hospital community.

#### 3. Membership

- Membership is **open to all staff** of the Montreal Children's Hospital and Women's Health Mission who are interested in contributing to the planning and/or execution of events.
- Members can participate in some or all the following ways (minimum 2 ways): brainstorming, planning and organizing events, event set-up, event take-down, animation during the event
- A **Chair or Co-Chairs** will be selected to coordinate meetings and liaise with various hospital departments.

#### 4. Meetings

- The committee will meet **monthly**, or more frequently as needed, especially in the lead-up to major events.
- Meetings may be held in person or virtually to accommodate members' schedules.

#### 5. Budget and Resources

- The committee's activities are **funded by the Montreal Children's Hospital Foundation**.
- The committee is responsible for preparing event budgets and ensuring responsible use of funds.
- Requests for funding or reimbursements must follow the Foundation's financial procedures and must follow the Externally Restricted Funds policy.

#### 6. Reporting and Accountability

- The QLWC reports to the **Operations (OPS) Committee** of the Montreal Children's Hospital.
- A brief summary of activities, outcomes, and budget usage will be submitted to the OPS Committee and/or the Montreal Children's Hospital Foundation upon request.

#### 7. Review

- These Terms of Reference will be reviewed bi-**annually** to ensure they remain relevant and effective.
- Amendments may be proposed by any committee member and must be approved by consensus.