



Department of Finance  
Canada

Ministère des Finances  
Canada



# Young Professionals Network Terms of Reference

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Canada

# Young Professionals Network

*Terms of Reference*

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# Young Professionals Network

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### **Mandate**

The Department of Finance Young Professionals Network (YPN) is a resource for young professionals at the Department of Finance Canada and is intended to help young employees launch a successful career in the public service.

### **Membership**

YPN membership is defined as those who are on the YPN mailing list. To join the YPN, Finance employees can email the YPN at [ypn-rjp@fin.gc.ca](mailto:ypn-rjp@fin.gc.ca) and request to be added to the mailing list. All new Finance employees receive an email from the YPN once they join asking if they would like to be added to the mailing list.

The YPN's events and advocacy work are targeted towards the needs of newer and more junior employees (e.g., those with five or fewer years of experience in the public service). However, everyone in the Department of Finance is welcome to attend YPN events and join the YPN's mailing list.

### **Composition**

The YPN Organizing Committee is comprised of the Executive Team and YPN volunteers. YPN volunteers sit on one or more of three YPN sub-committees, each chaired by a member of the Executive Team. The YPN Organizing Committee plans and executes YPN events and initiatives, and ensures that YPN members' needs are represented in the department's corporate decisions.

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### YPN Committee Structure

#### Social Sub-committee

Co-Chair: **Jacob Cutts**

#### Areas of focus

- Solidifying interpersonal and professional relationships among YPN members
- Variety of social events and activities
- GCWCC events (e.g., Central Agency Cup)
- Targeted social events (e.g., UR Cohort welcome events)

#### Professional Development Sub-committee

Co-Chair: **Brooklyn Sutton**

#### Areas of focus

- Organizing professional development and networking events for YPN members to help further their careers in the Department of Finance
- Panel discussions
- Lunch and learn events
- Skills workshops
- Networking sessions

#### Onboarding Sub-committee

Co-Chair: **Jesse Shuster-Leibner**

#### Areas of focus

- Helping the newest cohort of Finance employees become engaged in departmental activities and have a seamless transition to their new workplace
- Department-wide buddy system
- Sending welcome emails to new Finance employees

Cross-cutting area of focus: Advocating for the needs of YPN members

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### Sub-Committees

The YPN Organizing Committee is divided into three sub-committees to highlight the three major priorities of the YPN, namely (1) social, (2) professional development, and (3) onboarding.

The **Social Committee** is responsible for organizing events and activities that will help solidify interpersonal and professional relationships that YPN members form at work. The Social Committee also leads the YPN's GCWCC initiatives. Past social events have included one-off events (e.g., a yoga class), recurring events (e.g., board game lunches), as well as annually recurring events (e.g., Fiscal New Year's Eve and Central Agency Cup). Activities have included sports tournament pools, exercise challenges, and more.

The **Professional Development Committee** organizes professional development and networking events for YPN members to help further their career in the Department of Finance. Examples include panel discussions, lunch and learn events, the YPN Ask an Executive series, YPN Talks events, skills workshops, and networking sessions.

The **Onboarding Committee** is responsible for helping the newest cohort of Finance employees become engaged in departmental activities and have a seamless transition to their new workplace. Examples include coordinating the department-wide buddy system, which connects new professionals joining the department with a more senior employee and supporting New Employee Orientation sessions.

### Executive Team

The YPN Executive Team is comprised of three co-chairs. Each Executive Team member must chair a YPN sub-committee. The YPN Executive Team meets weekly to discuss ongoing YPN initiatives and updates.

The YPN Executive Team members are responsible for:

- Overseeing YPN volunteers to ensure that activities are carried out professionally and consistently;
- Coordinating with relevant groups outside of the YPN as needed (e.g., internal communications, Corporate Services Branch (CSB), etc.);
- Regularly engaging with YPN members through surveys and informal conversations to understand the needs and priorities of the YPN membership;
- Bringing forth issues and initiatives related to the YPN to the attention of senior management through the YPN Champion or the appropriate departmental governance committees;
- Engaging with the YPN ADM Champion regularly and seeking their input as required;

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- Representing the YPN at the departmental development committee meetings (i.e., Resource Management, People Management and Culture, and Workplace committees). Each Executive Team member sits on one of the departmental development committees as the YPN Representative;
- Managing the YPN email list and inbox;
- Reviewing and approving all YPN communications sent from the YPN email to the YPN membership list;
- Managing the YPN's relationship with other YPNs in the National Capital Region (NCR) and across Canada;
- Attending National Capital Region Young Professionals Network (NCRYPN) meetings to develop connections with other YPNs, plan collaborative inter-departmental events, and share ideas about how to improve the work lives of young people within the Government of Canada; and,
- Ensuring appropriate file management through the YPN SharePoint Site.

### **YPN Volunteers**

YPN volunteers are YPN members who help the Executive Team organize and execute YPN events and initiatives. YPN volunteers can volunteer to participate in planning any of the sub-committees' initiatives. YPN volunteers may also be assigned to help with specific tasks according to their skill set. YPN volunteers are added to the YPN Volunteers MS Teams Chat.

To become a YPN volunteer, YPN members can email the YPN at [ypn-rjp@fin.gc.ca](mailto:ypn-rjp@fin.gc.ca) at any point during the year, or respond to the YPN's periodic call for volunteers.

YPN volunteers are encouraged to include their volunteer activities in their learning and development plans, and to have the support of their immediate supervisor to participate.

### **Co-chair Selection Process**

YPN Executive Team members do not have a fixed term; however, YPN Executive Team members should commit to holding their position for at least one year. YPN Executive Team members should each have five or fewer years of experience working for the federal government.

When a YPN Co-chair decides to step down, a call will be sent to all YPN members to fill the vacant co-chair position. Interested YPN members shall email the YPN Executive team, including the out-going co-chair, expressing their interest in the position. Each candidate must have the support of their immediate supervisor to commit at least two hours per week to YPN co-chair responsibilities for the next year.

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Those interested in filling a co-chair vacancy will have a discussion with the current and out-going co-chairs to outline the roles and responsibilities of the co-chair position, prior to selection by the Executive Team. The new co-chair will be appointed prior to the departure of the out-going co-chair. Previous experience as a YPN volunteer may be considered an asset.

### **Annual Strategic Plan**

The YPN Executive team will draft an annual strategic plan no later than September 1<sup>st</sup> each calendar year. The annual plan will reflect input from YPN members and volunteers. The plan will reflect on the YPN's performance from the previous year and outline the YPN's goals and priorities for the year ahead.

The YPN Executive Team will aim to present the Annual Strategic Plan to the People Management and Culture development committee (or another appropriately placed departmental governance committee).

Once presented to the People Management and Culture committee, the Executive Team will circulate the Annual Strategic Plan to the YPN membership for awareness.

### **Official Languages**

All communications sent to the entire YPN mailing list from the YPN email account will be drafted in both official languages. The YPN will encourage the use of both official languages during its events, and will seek to host French events where possible.

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### **Diversity and Inclusion**

The YPN recognizes that diversity and inclusion are important issues that impact all facets of work life. Diverse workplaces are able to draw on the different backgrounds and experiences of their employees to work more effectively and creatively. Inclusive workplaces are critical to ensuring the wellbeing of all employees and enabling employees to maximize their potential.

The YPN makes proactive efforts to consider diversity and inclusion in all of our events and initiatives. This begins by making sure our events are accessible to all of our members, especially those who speak different languages, or may be differently-abled. But it also goes beyond that to making sure our events are welcoming and inclusive, and that they are representative of the diversity of the YPN – ensuring that our events include and elevate the voices of marginalized groups, including women, Indigenous peoples, persons with disabilities, members of visible minorities, and more.

Diversity and inclusion are also an important focus and lens for our advocacy. As issues that are directly relevant to our members, we have an obligation to highlight them in our interactions with the department, and work with the department to help advance work on them. We will also seek to apply an intersectional lens to our advocacy on other issues, seeking to better understand and address how the issues impact marginalized groups.

### **Reviews of the Terms of Reference**

The YPN structure is intended to be flexible to meet the needs of young professionals at Finance Canada. The intent of these Terms of Reference are to guide the organization and governance of the YPN, but it is not intended to constrain its development.

The Terms of Reference for the YPN must be reviewed every year by the Co-chairs in conjunction with the development of the Annual Strategic Plan. Any substantial modifications to the Terms of Reference will be communicated to the YPN's membership.