

## ***Health and Wellbeing Steering Committee***

### **Terms of Reference**

#### **MANDATE**

The mandate of the Health and Wellbeing Steering Committee (Committee) is to provide strategic direction, oversight, and recommendations to enhance the overall health and wellbeing of the College Community. Committee members will work together to:

- Review and revise the Strategic Road Map annually. This includes assessing its effectiveness, relevance, and alignment with the evolving needs of the College community.
- Recommend funding allocations according to the Steering Committee's annual priorities.
- Create milestones and track progress towards achieving outcomes and provide an annual Health and Wellbeing Roadmap Milestone Update to the College community.
- Consider actions that will benefit all employee and student groups.
- Convene a Student Health and Wellbeing Advisory Committee annually to gather insights, priorities, and feedback from students regarding health and wellbeing priorities and initiatives.

Through these responsibilities, the Health and Wellbeing Steering Committee aims to facilitate the continuous improvement of health and wellbeing initiatives at the College.

#### **SCOPE**

Guided by the [Okanagan Charter](#), [National Standard for Mental Health and Well-Being for Post Secondary Students](#), [National Standard for Psychological Health and Safety in the Workplace](#) and the [College of the Rockies Health and Wellbeing Framework](#), the Health and Wellbeing Steering Committee will monitor, annually refresh, and report on the Health and Wellbeing Roadmap.

#### **GUIDELINES**

##### **A. General Guidelines**

The Committee's roles and responsibilities are as follows, the committee will:

- A. 1 Identify initiatives which help promote health and wellbeing at the College.
- A. 2 Assemble action teams to focus on a specific initiative or undertake a particular piece of work.
- A.3 Consult and collaborate with students/students groups on relevant priorities and initiatives.
- A.4 Investigate funding opportunities available with respect to health and wellbeing.
- A.5 Bring recommendations of health and wellbeing priorities and initiatives to the Executive Leadership Team.

## **B. Co-chairs**

The Committee has two appointed co-chairs: The Executive Director, Human Resources and the Director of Student Affairs. The presence of a co-chair is necessary for meeting quorum.

## **C. Membership**

Membership on the Health and Wellbeing Steering Committee shall be appointed in the following positions:

<i>No.</i>	<i>Members</i>	<i>Appointed by:</i>
1	Co-chair, Executive Director, Human Resources	Position
1	Co-chair, Director of Student Affairs	Position
1	Indigenous Education Team	Executive Director, Indigenous Strategy and Reconciliation
1	Human Resources Advisor, Health, and Safety	Position
1	Dean, Health and Human Services	Position
1	Manager, Student Life and Athletics	Position
1	Accessibility Services Coordinator	Director of Student Affairs
1	Education Advisor	Director of Student Affairs
1	Communications and Marketing	Manager, Communications and Marketing
1	Regional Campus Manager	Director, Campus Operations, Continuing Education and Contract Training
1	International Education Team	Director, International Education
1	Counselling and Wellness	Director of Student Affairs
2	CUPE (Canadian Union of Public Employees)	CUPE Union President
2	Faculty Association	FA Union President

## **D. Length of Term**

- D. 1 Members of the Committee will be appointed by position or for two-year renewable terms. When an employee member leaves the College, a replacement for the vacant position will be appointed by the appropriate group.
- D.2 The Health and Wellbeing Steering Committee will work in conjunction with other stakeholders in the College and community.

## **E. Meetings & Minutes**

- E. 1 Committee meetings shall occur at a minimum four times during the academic year, typically scheduled for September, November, February, and May. Meetings may be attended in-person or virtually (e.g., Teams).
- E.2 The co-chairs will develop the agenda for the meeting in consultation with Committee members. Requests from members to place an item on the agenda may be submitted to the co-chairs, ideally at least one week ahead of the meeting.

- E.3 The Senior Administrative Assistant to the Director of Student Affairs will prepare meeting minutes and will post them on the Health and Wellbeing Steering Committee Teams' Site.
- E.4 The Committee minutes, agendas and supporting documents will be stored on the Committee's Teams site.
- E.5 Quorum is fifty percent plus one of the members of the Committee. Motions may be made after meetings if quorum is not met.
- E.6 Each member of the committee is a voting member with one vote.

**F. Revision of the Terms of Reference**

- F.1 These terms of reference will be reviewed and refreshed every three years or as required.