

HM|HC Support Team (ST) - Terms of Reference

Healthy Minds | Healthy Campuses (HM|HC) began in 2004 as a project of the BC Partners for Mental Health and Substance Use Information (BCP) funded by the Provincial Health Services Authority (PHSA). CMHA-BC assumed responsibility of administering the project through a hired Coordinator, and CARBC (now CISUR) provided supporting personnel in an ongoing manner. Over time, HM|HC has taken on a community of practice (CoP) approach. In making this approach a reality, more formal governance and administrative roles have developed. These include a Leadership Committee (LC) representing campus members and the BCP-funded Support Team (ST).

These terms of reference are formulated on the following assumptions:

- HM|HC is a community of practice (CoP) made up of members involved in and committed to well-being related to mental health and substance use on BC campuses
- The Leadership Committee (LC), representing the CoP, sets priorities and direction for HM|HC and its future development
- The Support Team (ST) assists the LC in implementation and administration and serves as a link to broader systems and other sectors

<p>Purpose</p>	<ul style="list-style-type: none"> • To serve as a secretariat, providing and supporting infrastructure and capacity building for knowledge mobilization • To help facilitate HM HC's collaborative efforts across departments, post-secondary institutions, regions and with other BC stakeholders • To help facilitate connections and foster a sense of community purpose among CoP members as well as help nurture local leadership • To help facilitate collaborative efforts across departments, post-secondary institutions, regions and with other stakeholders in BC (including BCP) and beyond
<p>Scope of duties</p>	<ul style="list-style-type: none"> • Communicate with CoP members about relevant developments and resources; local, regional and provincial community learning events (assisting with organizational efforts as needed); and other opportunities (e.g., national) for involvement • Develop and maintain a database of CoP members to facilitate collaborative work • Maintain the HM HC website and ensure it serves as a useful resource repository • Help the LC schedule, prepare for, conduct, document and act upon its meetings • Supply administrative assistance to HM HC sub-committees in their operations as needed • Provide high-level input on proposed community activities, especially related to learning events, member engagement, health literacy resources, and Okanagan Charter implementation • Help formulate, advocate, activate and evaluate periodic strategic plans, and, in particular, help align strategic plans with BCP desired outcomes and priorities as appropriate • Report to BCP and PHSA on progress in relation to BCP desired outcomes and priorities and stewardship of funding received

<p>Expectations for ST members</p>	<ul style="list-style-type: none"> • To be conversant with and in strong support of HM HC’s mission and socio-ecological health promotion approach, committed to building the capacity of the CoP • To be constructive, collaborative (respectful, responsive and reliable) and accountable in relating to fellow ST members, LC members and CoP members • To be available for regular ST meetings and ensure adequate ST attendance at and contribution to LC meetings and other HM HC events and functions <p>In the event that an ST member is not fulfilling the outlined expectations, the ST will address this collectively if the observation is internal. The LC will take it up with the ST if there is a concern expressed from outside the ST. Should extenuating circumstances preclude normal participation, consideration can be given to flexibility or temporary leave. If departure is required, the matter will be referred to the member’s employing agency and the LC and CoP will be appropriately notified.</p>
<p>Appointment and ratification process</p>	<p>As BCP-funded agency budgetary allocation provisions allow, and with mutual approval, BCP member agencies will designate personnel (4-6 individuals) for participation on the HM HC Support Team; some may have more advisory roles, others more routine management responsibilities.</p> <p>Persons so designated will be presented to the LC for ratification.</p>
<p>Tenure</p>	<ul style="list-style-type: none"> • Indefinite continuance, subject to agency support and annual LC ratification
<p>Operations</p>	<ul style="list-style-type: none"> • ST members will relate to each other about ST work through various means: e.g., face-to-face get-togethers, telephone conversations, email correspondence, regular meetings of the full team (expected to be at least quarterly) • In view of particular roles and availability, responsibilities for consultation and functional decision-making can be delegated to particular members and documented in the operational workplan (the workplan and all strategic decisions will be made by the whole team) • ST members will be accountable to routine team self-evaluation, LC oversight, agency review mechanisms, and BCP evaluation processes

I have read and am willing to adhere to the Terms of Reference for HM|HC’s Support Team.

Name: _____

Signature: _____

Date: _____

Position: _____