

HM|HC Leadership Committee (LC) - Terms of Reference

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

Purpose	<ul style="list-style-type: none"> • To nurture local leadership, facilitate connections and foster a sense of common community purpose among CoP members • To help facilitate HM HC’s collaborative efforts across departments, post-secondary institutions, regions and with other stakeholders in BC • To help ensure that HM HC remains grounded in principles of equity, diversity, empowerment and capacity-building • To provide direction and support to the ST
Scope of duties	<ul style="list-style-type: none"> • Provide high-level input on proposed community activities, especially related to learning events and health literacy resources, student engagement, and Okanagan Charter implementation • Identify and share opportunities for collaboration that advance HM HC’s provincial goals • Liaise and communicate to ensure regional concerns and local perspectives of the broader HM HC CoP are considered • Help formulate, update and evaluate periodic strategic plans
Expectations	<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 • To be a locally engaged member of the CoP • To actively participate in at least 75% of LC assigned duties such as meeting and/or subcommittee participation • To be respectful, responsive and reliable when communicating with the LC, ST and CoP • Time commitment of 8-12 hours per academic year <p>In the event that a committee member is not fulfilling the outlined expectations, a conversation regarding appropriateness of ongoing involvement will take place. Should extenuating circumstances preclude normal participation, consideration can be given to flexibility or temporary leave.</p>
Nomination and selection process	<p>Interested individuals can be nominated by an existing LC/ST member or can self-nominate.</p> <p>A selection committee (appointed annually) of current LC and ST members will be tasked with the responsibility of collecting and reviewing nominations, having a conversation with nominees and recommending candidates.</p>

<p>Nomination and selection process (continued)</p>	<p>The selection committee’s recommendations will take into consideration the desire for:</p> <ul style="list-style-type: none"> • representation of CoP diversity across institutions (in type [e.g., university/college/technical institute], size, or situation [e.g., urban/rural; largely commuter/residential]) • inclusion of CoP diversity among individual members (in sector [e.g., student/professional] or other aspects [e.g., gender, age, culture]) • both continuity and inclusion of new and varied perspectives <p>After receiving the recommendations from the selection committee, the LC and ST together will move or vote to induct successful candidates, ensuring the LC is of effective size and makeup.</p> <p>Professionals:</p> <ul style="list-style-type: none"> • Selected on the grounds of being committed members of the CoP, known for their prior contributions, and having demonstrated an interest in and knowledge of health promotion <p>Students:</p> <ul style="list-style-type: none"> • Selected on the grounds of their enthusiasm for and knowledge of health promotion, and other relevant and demonstrated skills, expertise or networks
<p>Tenure</p>	<p>Professionals:</p> <ul style="list-style-type: none"> • 2-year terms, renewable to a maximum of 6 consecutive years <p>Students:</p> <ul style="list-style-type: none"> • 1-year terms, renewable to a maximum of 4 consecutive years • will be compensated up to \$100 for their involvement per academic year after at least 6 hours of participation
<p>Meetings</p>	<ul style="list-style-type: none"> • Meetings will be scheduled 4x a year and will be 2 hours in duration with dates preferably scheduled for the full year at the beginning of the academic year • The meetings may have a mixed arrangement of in-person and remote attendees • Additional sub-committee meetings may also come into play for LC members
<p>Roles</p>	<ul style="list-style-type: none"> • The LC will appoint from among its members those who will serve in some particular capacity (e.g., facilitator, co-facilitator) during meetings and in other LC-related duties

I have read and understood the Terms of Reference.

Name: _____

Signature: _____

Date: _____

Position: _____