

**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

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| **Purpose** | * 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** | * 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** | * 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   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. |
| **Nomination and selection process** | Interested individuals can be nominated by an existing LC/ST member or can self-nominate.  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. |

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| **Nomination and selection process (continued)** | The selection committee’s recommendations will take into consideration the desire for:   * 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   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.  Professionals:   * 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   Students:   * Selected on the grounds of their enthusiasm for and knowledge of health promotion, and other relevant and demonstrated skills, expertise or networks |
| **Tenure** | Professionals:   * 2-year terms, renewable to a maximum of 6 consecutive years   Students:   * 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 |
| **Meetings** | * 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 |
| **Roles** | * 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_