

Mental Health Committee

Terms of Reference

Last amended: January 30, 2023
Motion#: 22-23-100-C

As per Association Bylaws, the Mental Health Committee is a standing committee of Council.

Mandate and Focus

1. The Mental Health Committee shall focus on advocating for mental health resources and supports on campus.
2. The Mental Health Committee shall inform their work through student interactions and feedback.

Definitions

1. *The Committee* means the Mental Health Committee

Membership

1. The Committee membership shall consist of:
 - Vice President External who shall be the Chairperson;
 - At least two (2) voting members of Council other than Executive Council members;
 - Other Members of the Association;
 - A staff member in a non-voting capacity to serve as a resource if deemed necessary; and
 - Any other individual(s) deemed necessary by the Chairperson.
2. In the event that a member resigns, every attempt shall be made to fill the vacancy in an efficient manner.
3. All Committee members shall abide by all Association and Institution policies.

Roles and Responsibilities

1. The Committee shall continue the ongoing conversation about mental health on campus.
2. The Committee shall support and promote mental health initiatives and events on campus.
3. The Committee shall collect and distribute information from the Membership to ensure the Association is prepared and responsive to changes in the mental health landscape on campus by:
 - Creating opportunities for the Membership to provide information and feedback about mental health needs on Campus.
 - Proposing survey questions to be sent to the membership
 - Other methods as determined by the Committee, Council, or the Executive team.
4. It is the responsibility of the Chair to present ongoing reports and submit an end-of-term report to Council.

Meetings

1. The Committee shall meet at least once per month between October 1 and April 30. The Committee may meet between May 1 and September 30 as deemed necessary.
2. Additional meetings shall be called at the discretion of the Chairperson.

3. Meeting proceedings shall be properly documented and archived in the form of minutes and attendance by a designate. It is the responsibility of the Chairperson to submit said documents to the Executive Director or designate.

Amendments

1. Any changes or amendments to the Mental Health Committee Terms of Reference shall be submitted to BARC for review and forwarded to Council for final approval.
2. Notification of Terms of Reference changes must be submitted to Council in writing at least 14 days prior to presentation.