

# Student Health and Wellbeing Advisory Committee

## 2019-20 Terms of Reference

### Purpose

In 2016, UBC adopted the *Okanagan Charter: An International Charter for Health Promoting Universities and Colleges*, with a commitment to embed health into all aspects of campus culture, across the administration, operations and academic mandates. Engaging the voice of students is a key principle for action identified in the Charter.

The Student Health and Wellbeing Advisory Committee (from here on, “Committee”) at the UBC Vancouver is an important forum to explore student needs and interests, ultimately providing feedback on campus supports and services, reflecting on the student experience on campus and assessment data, and bringing forward ideas to enhance student wellbeing on the Vancouver campus.

### Scope

The Committee is responsible for advising the University on student health and wellbeing, with a particular focus on student services, supports and programs. The primary opportunities include:

- Providing input and feedback to the University on health and wellbeing services supports and programs for students
- Receiving updates from the University to share with student constituent groups
- Bringing forward campus issues, concerns and questions from the student body, or specific student constituent groups
- Sharing updates on student activities and initiatives related to health and wellbeing

Input, feedback and advice provided by the Committee will be considered as an important factor in decision making for the University, in terms of resource allocation, service implementation and enhancement, and program development.

Additional factors include, but are not limited to: evidence-based practices, expert consultation and input and campus-wide student data collection and analysis.

### Potential Topics and Discussions

- Priorities for educational programming
- Service enhancements, including exploring and responding to proposed changes in the services
- Review of budget requests and consultation on key strategic issues (e.g., space, new services)
- Opportunity to discuss key research findings and impact on services
- Discussion and dialogue on issues raised by committee members

### Membership and Appointment

#### Co-Chairs of the Committee

The Co-Chairs of the Committee will be the Executive Director, Student Health and Wellbeing, and one or more students, appointed by the Executive Director. The student Co-Chair is a volunteer position. The student Co-Chair(s) will be a current UBC Vancouver student. The Co-Chairs are responsible for facilitating meetings and ensuring an agenda is established. The Co-Chairs may also assist in the selection of committee members.

### *Composition*

The Committee will consist of the Co-Chairs, and a maximum of 25 members. Members are current UBC Vancouver students. Membership is a volunteer position; there is no compensation involved. Consideration will be given as to the diversity of the Committee to allow for broad representation of undergraduate and graduate students at the University.

### *Member Selection*

The Co-Chairs, in consultation with the Vice-President, Students, will decide on membership. Student groups (e.g., AMS Clubs, constituency groups, etc.) may recommend a designated member for the Committee.

The Co-Chairs may choose to add a member in the middle of a term of service when the situation appropriates.

### *Terms of Service*

Student committee members will be appointed for one academic year, September to April. Members may choose to reapply for a second or subsequent year, ideally ensuring that there are returning members to the committee each year. Committee members are required to attend the Orientation as well as at least three of the four regularly scheduled meetings during the term of appointment.

### *Orientation*

Committee members will attend an Orientation in September.

### *Meetings*

#### *Frequency*

Meetings will be held a minimum of four times during the term of service, in addition to the Orientation. Co-chairs will set the meeting dates prior to or at the start of the term of service.

#### *Record*

The Committee will ensure that there is a written record of each meeting, which will be shared with members of the Committee.

#### *Staff and Faculty Attendance*

Upon invitation, staff and faculty members may attend meetings to provide updates or expert advice, or receive feedback from the Committee.

#### *Public Forum Attendance*

At least one meeting per calendar year will be open to public attendance by any undergraduate or graduate student. These public forums will be an opportunity for individual students to bring forward concerns, questions, or ideas related to student mental health and wellbeing.