



DISTRICT HEALTH PROMOTING SCHOOLS COMMITTEE Terms of Reference

1. Committee Mandate

- a. The Central Okanagan Public Schools Health Promoting Schools Committee defines 'health' based on the WHO definition of health¹ and has the following mandate:
 - i. Assist in the development of a Comprehensive Health Promoting Schools Plan utilizing the key components addressed in Policy 423-Health Promoting Schools.
 - ii. Act as a resource for and **receive input from school based committees.**
 - iii. Review various **District** Health Promoting Schools related initiatives.
 - iv. Assist the Superintendent with general oversight, planning, evaluation of all aspects of the District and school health programs.
 - v. **Provide recommendations to the Assistant Superintendent, Board of Education, Joint Health & Safety Committee and to Interior Health on further program planning.**

2. Committee Composition and Length of Term

- a. In general, the Health Promoting Schools Committee shall be comprised of the following representatives:
 - i. District staff (1)
 - ii. Trustees (1) and Alternate (1)
 - iii. **CUPE (1)**
 - iv. COTA (4 - Elementary, Middle, Secondary school & **Sexual Health Team** representation)
 - v. COPVPA (3 - Elementary, Middle, and Secondary school representation)
 - vi. COPAC (3 - Elementary, Middle, and Secondary school representation)
 - vii. **Mental Health Community (ARC/Foundry/CMHA) (1)**
 - viii. **Indigenous Education (1)**
 - ix. Associate Member/s (non-voting, two year term)
 - x. **District Student Council (1)**
- b. **Student representatives from all secondary schools will be invited to participate/provide input when determined by committee need. For the purpose of the quorum, District Student Council representation will be included.**
- c. Membership will be solicited and maintained by the executive of the representative association.

¹ Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. World Health Organization, 2020

- d. Membership Term
 - i. To ensure continuity and vitality of the committee, in general, each member on the committee will be asked to serve a two-year term.
- e. Sub-Committees
 - i. The committee, as a whole, can approve the formation of sub-committees on an “ad-hoc” basis as needs arise.
 - ii. Membership of sub-committees will be solicited at a meeting of the whole committee and should strive for equitable representation when possible.

3. Roles and Responsibilities of Committee Members

- a. Committee members are expected to fulfil the following roles and responsibilities as it relates to Health Promoting Schools initiatives in the Central Okanagan School District:
 - i. Represent a defined constituent group by:
 - Communicating, educating and providing feedback to the committee
 - Role-modeling Health Promoting Schools principles and practices
 - Providing leadership and guidance to constituent members.
 - ii. Support, participate and contribute to the business of the committee.
 - iii. Commitment to continuous growth and learning in regards to Health Promoting Schools research and practice.

4. Committee Operation

- a. Meetings
 - i. Meetings will be coordinated and facilitated by the committee chairperson(s).
 - ii. The committee will meet five times during the school year to conduct the business of the committee.
 - Additional meetings can be held to address emerging issues as agreed upon by the committee.
 - iii. Meeting dates will be developed and agreed upon by the committee in advance of the meeting date.
 - iv. Minutes of the regular committee meetings will be recorded and distributed to committee members.
- b. Decision Making
 - i. In general, the committee will endorse a consensus model to make decisions with the majority to rule. Quorum = 50 % +1 (9 committee members)
 - ii. Decisions made by the committee will be recorded in the committee meeting minutes.
- c. Terms of Reference Review
 - i. All changes to the Terms of Reference will be agreed upon by the committee.