



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 implementation, review, and evaluation of the District Health Promoting Schools Plan (guided by [Comprehensive School Health](#) Model) utilizing the key components addressed in [Policy 427](#) (currently under revision and with Policy Committee as per recommendation of the 2022 HPS Program Review);
 - ii. Act as a resource for and receive input from the school based liaison(s) interested in health promotion;
 - iii. Research various health-promoting school related issues;
 - iv. Assist the Superintendent with general oversight, planning, evaluation of all aspects of the district and school health programs; and,
 - v. Provide recommendations to the Superintendent and the Board 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 (2)
 - ii. Trustees (1) and Alternate (1)
 - iii. CUPE (1)
 - iv. COTA (3 - Elementary, Middle, Secondary school 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) (2)
 - viii. Interior Health (2)
 - ix. Indigenous Education (1)
 - x. District Sexual Health Team (4)
 - xi. District Health Promoting Schools Team (2)
 - xii. Associate Member/s (non-voting, two year term)
 - xiii. District Student Council (3)
- 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.

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

- c. Membership will be solicited and maintained by the executive of the representative association.
- 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 (13 committee members or more)
 - 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.