

MCMASTER OKANAGAN COMMITTEE TERMS OF REFERENCE

In 2017 McMaster University formally adopted the Okanagan Charter: An International Charter for Health Promoting Universities and Colleges. McMaster University is committed to the health and wellbeing of its staff, students, faculty and community. The Okanagan Charter provides an opportunity to further the University's commitment to advancing human and societal health and well-being and ultimately creating a brighter world for all.

Tagline: *Prioritizing optimal health and well-being at McMaster.*

Mission Statement: *To promote inclusive and equitable initiatives that enhance the health and well-being of students, staff and faculty across McMaster campuses and our community.*

1. Committee Title

- 1.1. *Previously titled the McMaster Okanagan Working Group, the standing committee has been renamed the McMaster Okanagan Committee (MOC).*

2. Mandate

MOC is a standing committee whose purpose is to:

- 2.1. *Review the vision, calls to action, guiding principles, and McMaster-specific commitments relating to the Okanagan Charter;*
- 2.2. *Consider, develop and recommend additional activities and programs that might be undertaken to support McMaster's engagement with the Okanagan Charter and the Canadian Health Promoting Universities and Colleges Network;*
- 2.3. *Acknowledge and prioritize areas of health and well-being as defined in the Okanagan Charter;*
- 2.4. *Consider and develop appropriate methods to promote and support initiatives that reflect McMaster's adoption of the Okanagan Charter, ensuring that the needs of the University students, staff, faculty and members of the community are all taken account of;*
- 2.5. *Develop and maintain an interactive website and database providing access to information regarding health and well-being at McMaster, essentially establishing an institutional "home" for the Charter;*
- 2.6. *Provide recommendations for contact, consultation and collaboration with relevant University committees in order to gain advice and thus sustain a University culture that prioritizes health and well-being;*
- 2.7. *Advise the University on the planning and development of policies that would enhance the health and well-being of the University's campuses and community;*

- 2.8. *Advise the University on the planning and development of potential courses that would enhance the education of the University's community in health and well-being knowledge;*
- 2.9. *Identify, consider and develop recommendations to the University regarding potential research opportunities guided by the principles of the Okanagan Charter;*
- 2.10. *Consider ways that McMaster's commitment to advancing human and societal health and well-being through its work as a research-intensive institution can be further highlighted through the Okanagan Charter;*
- 2.11. *Oversee any required reporting, updates or promotional activities related to McMaster's engagement with the Charter and provide updates to the President and Vice-Presidents (PVP) group.*

3. Scope

- 3.1. *The scope of MOC follows the vision, calls to action and guiding principles of the Okanagan Charter;*
- 3.2. *Includes exclusive attention to the health and well-being of all McMaster University campuses and communities;*
- 3.3. *The MOC will take a holistic view of health and well-being and not restrict or exclude programs that may impact or affect health and well-being in some manner;*
- 3.4. *Includes a focus on the promotion of health and well-being of all individuals at the University;*
- 3.5. *Beyond the scope of MOC are topics not relating to the acknowledgement and advancement of the health and well-being of the McMaster campus and community.*

4. Sub-Committees

- 4.1. *Sub-committees are created at MOC level and will each focus on an individual area of health and well-being.*
- 4.2. *Each sub-committee will have an outline, goals and mandate as approved by MOC;*
- 4.3. *Each sub-committee is to be chaired or championed by a member of MOC;*
- 4.4. *Each sub-committee is responsible to facilitate meetings and further develop ideas, activities and programs pertaining to their area of focus;*
- 4.5. *Each sub-committee is responsible to report highlights and progress from their meetings at MOC meetings.*

5. Membership

The membership of MOC includes:

- 5.1. *Committee Chair, who shall be appointed by the President;*
- 5.2. *Vice-Chair, who shall be appointed by the President, to serve in the absence of the Chair;*
- 5.3. *Committee members shall include individuals from the McMaster community, with a minimum of one representative from each of the following areas of the University:*
 - 5.3.1. *Athletics & Recreation;*
 - 5.3.2. *Facility Services;*
 - 5.3.3. *Graduate Students Representative;*
 - 5.3.4. *Hospital Partner Representative(s);*
 - 5.3.5. *Hospitality Services;*
 - 5.3.6. *Human Resources Services;*
 - 5.3.7. *Indigenous Community Representative;*
 - 5.3.8. *McMaster Faculty Representative;*
 - 5.3.9. *McMaster Staff Representative;*
 - 5.3.10. *Mental Health;*
 - 5.3.11. *Researcher in the field of Health and Well-being;*
 - 5.3.12. *Student Wellness Centre;*
 - 5.3.13. *Undergraduate Students Representative;*
 - 5.3.14. *University Advancement;*
- 5.4. *MOC is encouraged to consult with colleagues across campus as needed and to engage additional internal expertise and resources as required to support its work;*
- 5.5. *Membership of MOC is granted by request of the Chair.*

6. Meeting Arrangements

- 6.1. *The committee shall meet approximately every two months or 5-6 times a year;*
- 6.2. *The office of MOC Chair will make the meeting arrangements;*

- 6.3. *Meeting minutes will be recorded and provided to all committee members following each meeting;*
- 6.4. *All information regarding items discussed during meetings will be accessible to all committee members on the shared MacDrive.*

7. Procedures

- 7.1. *The committee reports directly to the PVP group and is asked to provide updates on its work, in addition to any recommendations that require broader discussion or institutional support;*
- 7.2. *The sub-committees are asked to provide updates on their work, in addition to any recommendations that require broader discussion or institutional support;*
- 7.3. *Decisions of MOC will be based on consensus. If a consensus cannot be attained, decision will be made by a majority vote. Each member of the committee has one single vote;*
- 7.4. *Any proposed revisions to these Terms of Reference shall be presented to the President for approval.*

8. Resources and Budget

- 8.1. *Requests for financial resources or support must be submitted as a proposal to the committee Chair, whom, upon endorsement, will take the appropriate steps required to secure funding.*

9. Outcome

- 9.1. *There is no defined deadline for completion of this work;*
- 9.2. *The expectations are that the committee will meet with the goal of recommending and establishing an institutional home to lead ongoing engagement, coordination, reporting and oversight of Charter-related initiatives and raise awareness of the Okanagan Charter at the University;*

UPDATED & APPROVED: September 26, 2019