Terms of Reference
Employee Mental Health Strategy
Steering Committee

Purpose
To lead the development of the Mental Health Strategy for employees by providing insight and area expertise during all phases of the project.

Specific Areas of Responsibility

Specifically, the Steering Committee will:
- Provide input on the development of a comprehensive framework for the employee mental health strategy.
- Provide feedback at the information gathering and data analysis phases by reviewing:
    1. Emerging themes from the data analysis
    2. Inventory of current policies, practices, and structures
    3. Best practises emerging from the literature review
    4. Gap analysis
- Review and refine action-oriented strategies emerging from the information gathering and data analysis phases.
- Establish a consultative process for engaging faculty and staff to provide feedback on the emerging strategies.
- Prioritize strategies as short, medium, and long-term.
- Provide feedback on the draft Employee Mental Health Strategy document to be presented to VP EDI and Senior Executive Team
- Provide advice and guidance into the development of Action Plans and an accountability framework to measure progress and improvement.

Membership

The Committee will consist of:
- Executive Director, Student Health, Counselling and Wellness Services (tri-chair)
- Senior Executive Officer, Equity, Diversity, and Inclusion (EDI) Strategic Initiatives (tri-chair)
- Director, Organizational Development & Training (tri-chair)
- Twelve to fourteen (12-14) University of Windsor employees with knowledge, passion, and commitment to mental health to be representative of the diversity within the organization. (Proposed committee members to be reviewed by the Vice-presidents)

Committee Resource: External workplace mental health expert

Term
The Steering Committee will remain in place until the areas of responsibility have been achieved.

Meetings

The Committee will meet every month or more frequently as deemed appropriate by the group. The business of the Committee may also be conducted electronically by e-mailing required documents, if applicable, to all members and seeking responses by e-mail.

Quorum

A quorum of fifty percent (50%) plus one (1) must be met to conduct the business of the Committee.

Decision Making

When making decisions, the Committee will strive for consensus.

Meeting Guidelines

The following meeting guidelines will be adhered to:

1. We have a shared responsibility for the team process and the work of the committee.
2. We will respect the opinions of all members and treat each other with respect.
3. We will actively contribute to the discussions.
4. We will keep an open mind to new and different ideas.
5. We will respect the confidentiality of all discussions.
6. We will use open and honest communication with each other.

Approval:

Terms of Reference will be reviewed at the first meeting of the Committee.