



University
of Windsor

Terms of Reference Employee Mental Health Strategy Implementation Working Group

Purpose

To oversee the implementation and evaluation of the Employee Mental Health Strategy (2023) by contributing their knowledge, experience, and networks to help drive the success of the Employee Mental Health Strategy

Leadership & Accountability

The Working group will include 2 co-leads (faculty member and a staff member from the Office of the Vice-President, People, Equity and Inclusion) who will be mainly responsible for driving the work of the implementation and evaluation of the Employee Mental Health Strategy.

Accountability for the implementation of the Employee Mental Health Strategy rests with the Executive Sponsor (Dr. Clinton Beckford, Vice-President, People, Equity and Inclusion) and the co-sponsor (Jody Fraser, Associate Vice-President, Human Resources).

Specific Areas of Responsibility

Specifically, the Working Group will:

- Prioritize the areas of priority and associated key actions and provide input into the development of implementation roadmaps.
- Review and refine the leadership development framework and participate in the evaluation of training opportunities.
- Provide advice and guidance into the development of a performance measurement framework to track progress and inform ongoing planning.
- Provide input and feedback into the development of a communication plan to keep the campus community engaged.
- Participate as required in sub-groups that may be established to further explore specific key actions.

Membership

The working group will be comprised of 15 – 18 members (inclusive of the Working Group co-leads) with knowledge, passion, and commitment to mental health and who will be representative of a diverse cross-section of staff and faculty who are actively engaged in leading a culture change to adopt a psychologically healthier & safer workplace at the University of Windsor.

Working group membership will be via invitation as determined by the Working Group co-leads, and the Executive sponsor and co-sponsor.

Term

To ensure consistency in the implementation of the Employee Mental Health Strategy, membership of the Working will be based on a two-year term (September 1, 2023 – August 31, 2025).

Working Group Support

The following roles will support the work of the group:

- Organizational Development & Anti-Racism Organizational Change Assistant
- Employee Mental Health Coordinator (pending funding approval)

Meetings

Meetings will be chaired by the Working Group Co-leads.

The Working Group will meet every month or more frequently as deemed appropriate by the group. The business of the group 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 group.

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 Working Group.