

## **SCHOOL HEALTH COORDINATORS' COMMITTEE**

### **TERMS OF REFERENCE**

#### **Preamble**

The Pan-Canadian Joint Consortium for School Health (JCSH) was established in 2005 by the federal, provincial, and territorial Deputy Ministers and Ministers of Health, and the provincial and territorial Deputy Ministers and Ministers of Education. The purpose of the JCSH is to provide leadership and facilitate a comprehensive and coordinated approach to school health. The Consortium enhances the capacity of provincial/territorial education and health systems to work together to promote the healthy development of children and youth through the school setting.

The **goals** of the JCSH are as follows:

- Leadership
- Knowledge Development and Exchange
- Capacity Building
- Monitoring, Evaluation and Accountability.

The Terms of Reference for the JCSH School Health Coordinators' Committee (SHCC) must be approved by the Management Committee.

#### **Purpose**

The Joint Consortium for School Health School Health Coordinators' Committee serves as a pan-Canadian forum to advance comprehensive school health initiatives across Canada, and to support collaboration and alignment between health and education sectors in the promotion of health through the school setting.

Through the early identification and analysis of issues, gaps, emerging trends and areas of interest to the JCSH and its member jurisdictions, the School Health Coordinators' Committee works collaboratively to move forward the work of the JCSH, provinces and territories.

## Principles

The School Health Coordinators' Committee will be guided by the following principles:

- *Partnership:* Members will support actions that strengthen partnerships across jurisdictional boundaries and across traditional health and education sectors.
- *Participation:* Members will contribute ideas and input to respond to requests from the JCSH Secretariat and other Committee members.
- *Collaboration:* Members will work together in a spirit of collaboration, and support actions that meet both their own jurisdictional needs and those of other member jurisdictions.
- *Integration:* Members will support actions that further the integration of the health and education sectors.
- *Effectiveness:* Members will support actions that are based on effective and innovative practices.
- *Open Communication:* Members will openly share information with other members when that information might affect the ability of the Consortium to meet its goals.
- *Promotion:* Members will support the goals of the Consortium within their own jurisdictions.
- *Timeliness:* Members will support the operational requirements of the Secretariat by being engaged in the business of the Consortium and by ensuring actions are carried out in a timely manner.
- *Mutual Support:* As appropriate, and with the support of the Management Committee and the JCSH Secretariat, Members will take leadership in moving forward work of the JCSH.

## Objectives

The School Health Coordinators' Committee supports the work of the JCSH by

- supporting collaboration and alignment between health and education sectors in the promotion of health through the school setting;
- facilitating a linkage between JCSH projects and jurisdictional experts to inform work on such projects;

- contributing jurisdictional expertise and contexts to the Consortium’s overall understanding of, and action on, pan-Canadian initiatives;
- providing jurisdictional input into, and updates on, issues relevant to the work of the JCSH;
- providing input into JCSH initiatives (e.g. Annual Report, Resources);
- capitalizing on creating opportunities to represent the JCSH in local / provincial / national / international forums; and
- through the co-chairs, providing updates on the work of the SHCC to the Management Committee.

## **Membership and Process**

### *Membership*

The School Health Coordinators’ Committee comprises

- School Health Coordinators appointed by each JCSH member jurisdiction; and
- the JCSH Executive Director.

The SHCC invites representation from the Public Health Agency of Canada (PHAC) to participate in discussions in an advisory and funding capacity; however, such representative(s) are not SHCC member(s).

### *Working Groups*

As appropriate, the School Health Coordinators’ Committee may create working groups to support the work of the JCSH.

Terms of Reference, budget and scope of work for these Working Groups must first be approved by the Management Committee.



### *Recommendations*

While the SHCC is not a decision making body, it makes recommendations to the Management Committee regarding issues and priorities relevant to the mandate of the JCSH.

When recommendations are required, they will be made through consensus whenever possible. Where not possible, a majority of the school health coordinators shall make the recommendation.

SHCC Records of Discussion, as well as those of working groups, will reflect any non-consensus.

Each member of the committee (one vote per jurisdiction) will have an equal vote. A minimum of fifty percent of the committee is required to constitute a quorum for meetings.

### *Committee Chair*

The SHCC has two co-chairs:

- one on-going co-chair from the JCSH Secretariat host province (to remain in place for the duration of the five-year mandate); and
- one rotating provincial/territorial co-chair, to alternate every two years..

Co-chairs are supported in this function by the JCSH Secretariat.

Co-chairs are ex-officio members of each SHCC working group and may attend meetings of such groups as appropriate, bearing in mind the need for balance in co-chair and jurisdictional perspectives.

In consultation with the SHCC and/or the JCSH Secretariat, the SHCC may be formally represented by any Member.

### *Budget*

One SHCC member per jurisdiction will be reimbursed by the JCSH for travel and accommodation expenses to a maximum of two face-to-face meetings annually.

Each jurisdiction is required to cover costs for any additional meeting participants representing that jurisdiction.



### *Accountability and Reporting*

The SHCC is accountable to the Management Committee.

Individual School Health Coordinators are accountable to their respective jurisdictions, and in the manner determined by individual jurisdictions.

### *Communications*

The SHCC keeps meeting records including records of its discussions.

Meeting records are available to

- SHCC Members;
- SHCC representatives from the Public Health Agency of Canada; and
- the JCSH Management Committee.

### **Operations**

Activities of the SHCC are based on the JCSH operational plan priorities as defined by the Management Committee. The SHCC works with the Secretariat and provides advice and expertise as required.

### **Terms of Reference Approved:**

\_\_\_\_\_ Date:

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Chair  
JCSH Management Committee