



## 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 by building the capacity of the school and health systems to work together. The Consortium enhances the capacity of provincial/territorial education and health systems to promote the healthy development of children and youth through the school setting.

The JCSH is governed by two Deputy Ministers' committees – the Advisory Committee of Deputy Ministers of Education (ACDME) and the Conference of Deputy Ministers of Health (CDMH). Under the terms of the Agreement, the two Deputy Ministers' committees must establish a Management Committee as the operational committee of the Consortium and approve its Terms of Reference.

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 health 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.
- *Commitment to 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.
- *Commitment to Mutual Support:* As appropriate, and with the support of the JCSH Secretariat, Members will take leadership in moving forward work in areas of jurisdictional priority/interest.

## 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, Communications);
- 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 Secretariat.

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).

### *Task Teams*

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

Task teams may develop their own Terms of Reference. Where a task team does not develop its own Terms of Reference, it is to be governed by the School Health Coordinators’ Committee Terms of Reference, including budget provisions.

### *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 task teams, 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 task team and may attend meetings of such teams 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**

Face to face meetings are not required in this mandate and that any travel costs are the responsibility of the jurisdiction. Costs associated with meetings of the SHCC and its task teams are covered by the JCSH.

### **Accountability and Reporting**

The SHCC Co-Chairs report to the Management Committee on behalf of the SHCC.

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 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