

Management 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 work together 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.

Purpose

The Management Committee provides overall direction and support for the JCSH. The Committee is a forum for information sharing and consideration of strategic-level issues related to the purpose of the Consortium.

The Management Committee is responsible for ensuring that the purpose of the Consortium is carried out. It is accountable to the two Deputy Ministers' committees for the success of the Consortium in meeting its goals.

The Management Committee provides direction to the Secretariat, the operational unit created under the terms of the Agreement to carry out the day-to-day operations of the Consortium.

Principles

The Management Committee will be guided by the following principles:

- **Partnership:** Members will support decisions that strengthen partnerships across jurisdictional boundaries and across traditional health and education sectors.
- **Collaboration:** Members will work together in a spirit of collaboration and support decisions that meet the needs of the members, not just their own jurisdictional needs.
- **Integration:** Members will support decisions that strengthen integration of health and education objectives and goals.
- **Effectiveness:** Members will support decisions that are based on effective practices.
- **Open Communication:** Members will share information openly with other members where that information might affect the ability of the Consortium to meet its goals.

- **Promotion:** Members will actively support the goals of the Consortium within their own jurisdictions.
- **Commitment and Timeliness:** Members will support the operational requirements of the Secretariat by being engaged in the business of the Consortium and by ensuring decisions are made in a timely manner.

Mandate and Objectives

The Management Committee provides the main forum for executive level discussion and decisions affecting the work of the JCSH. The mandate of the Committee is to further the Consortium's strategic priorities, as communicated by the two Deputy Ministers' committees by

- exchanging ideas, opportunities and concerns related to existing and emerging issues;
- providing oversight and direction for major projects endorsed by the Consortium and undertaken by the Secretariat;
- providing guidance and supporting linkages between the Consortium objectives and jurisdiction-specific health and educational issues;
- participating in discussions and making decisions on strategic or operational matters, as required, to support the Secretariat in moving the Consortium's agenda forward, as outlined in the strategic plan and annual business plan; and

- offering a forum for discussion on other health and educational issues where appropriate.

Operational responsibilities of the Management Committee are as follows:

- prepare a five year strategic plan for approval by the two Deputy Ministers' committees, updated as necessary;
- provide leadership and guidance to the Secretariat, including setting direction and priorities;
- provide leadership and guidance to the School Health Coordinators' Committee, including setting direction and priorities;
- approve the annual operating plan and budget prepared by the Secretariat;
- oversee the financial and administrative matters of the Consortium, in conjunction with the Lead Jurisdiction (as host of the Secretariat function);
- establish the Secretariat Executive Director's responsibilities based upon the annual budget and operating plan;
- participate in the hiring and evaluation of the Secretariat's Executive Director;
- approve an annual report and financial statements prepared by the Secretariat and submit them to the two Deputy Ministers' committees each fiscal year, on or before July 31;

- approve Terms of Reference for the School Health Coordinators' Committee; and
- approve mandate, work plans and Terms of Reference on an annual basis for external committees and working groups deemed necessary by members of the Committee to carry out the work of the Consortium. Ad hoc and external working groups and subcommittees are accountable directly to the Management Committee and are required to report back on work plans.

Membership and Process:

Membership: The Management Committee will invite the Public Health Agency of Canada (PHAC) to appoint a senior executive representative to participate in discussions of the Management Committee in an advisory capacity, but that representative will not be a member of the Committee.

Committee Chair: The Management Committee will be chaired by the Lead Jurisdiction Management Committee Member.

Meetings: The Management Committee will meet a minimum of four times each year. Two meetings will be face-to-face. In addition, the Committee will meet as required to provide oversight and direction/advice on major issues. School Health Coordinators' co-chairs are to attend Management Committee meetings on an alternating basis.

The Secretariat Executive Director will attend meetings of the Management Committee.

Alternates at Meetings: An alternate may attend in place of a member, but must be empowered to make decisions on their behalf at the meeting.

Decisions: The Committee is a decision-making body. A minimum of fifty percent of the Management Committee is required for a quorum. Decisions or recommendations will be reached by consensus (defined below). All members will have a say. Divergent views will be fully discussed. If consensus cannot be reached, the majority will rule. Differing opinions will be noted in the meeting records.

The following process will be used to reach consensus on an issue and to make a decision /recommendation. A decision timeframe will be determined by the urgency in which the decision or recommendation must be made:

Each member will state their position on the following four point scale: Level 1: Fully support; Level 2: Support with reservations; Level 3: Require more information; Level 4: Cannot support.

Consensus has been reached if all members are at Levels 1 or 2. Members can explain their reservations or level of support as part of the meeting record.

If a member requires more information (Level 3), the member must clearly explain what information or discussion is required in order to make their decision.

If a member cannot support the decision (Level 4), the member must try to offer a solution that accommodates their needs and the needs of the rest of the group. All

members must seek solutions, improvements or alternatives to meet the objectives of the entire group.

Members must respond to requests for information or input within the agreed upon timeframe. Members failing to respond by the agreed upon time forfeit the opportunity for further input into any related decision.

Communications: The Committee will keep meeting records including records of its decisions. The meeting records will be available to:

- the Committee Members' respective Deputy Ministers and,
- the two Deputy Ministers' committees

The Secretariat will prepare and regularly update an "issues tracking" document to assist Members in meeting their obligations for timely and informed decision-making.

Accountability and Reporting:

Accountability is to the two Deputy Ministers' committees – ACDME and CDMH.

An annual report including financial statements must be submitted to the two Deputy Ministers' committees on or before July 31. The annual report must include information on the progress made by the Consortium in meeting its goals and objectives as laid out in the strategic plan approved by the two Deputy Ministers' committees.

Budget: Administrative costs associated with meetings are covered by the JCSH budget.

Travel and accommodation expenses of Members will be the responsibility of each jurisdiction.

Duration: Ongoing per Agreement.

Related Committees: The Committee will establish terms of reference for the School Health Coordinators' Committee and provide guidance and direction to that Committee.

Terms of Reference Approved:

_____ Date:

Deputy Minister of Education JCSH Lead Jurisdiction

_____ Date:

Deputy Minister of Health JCSH Lead Jurisdiction