



## Comprehensive School Health Work Team

### Terms of Reference

Approved: May 17, 2021

<b>Composition</b>	5-7 members
<b>Members</b>	CSBA President or Vice President, 3 to 5 other board members selected by the Board of Directors, and a Contracted Comprehensive School Health Consultant. <a href="#">Policy 1.3.4 (3.3) (3.5)</a>
<b>CHAIR</b>	Selected by the Work Team.
<b>Chair's Duties</b>	<ul style="list-style-type: none"> <li>● Chair the meetings;</li> <li>● Set the agenda and dates in consultation with CSBA Executive Director and members;</li> <li>● Ensure notes are kept and posted;</li> <li>● Submit the annual work plan to CSBA Executive Director after first meeting of the year;</li> <li>● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Act as spokesperson; <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Encourage active participation and country wide representation from members. <a href="#">Policy 1.3.4 (3.4)</a></li> </ul>

<p><b>Mandate</b></p>	<ul style="list-style-type: none"> <li>● Promote student health and well-being as a priority in the governance, policy and delivery of education.</li> <li>● Share and leverage existing strategies in school boards and provinces.</li> <li>● Develop a shared understanding of well-being as a central element of education delivery.</li> </ul>
<p><b>Duties</b></p>	<ol style="list-style-type: none"> <li>1. Provide strategic direction/advice to the Board of Directors on student health and well-being matters. <a href="#">Policy 1.3.4 (3.2)</a></li> <li>2. Develop an annual work plan linked to the Strategic Plan as appropriate. <a href="#">Policy 1.3.4 (3.10)</a></li> <li>3. Monitor and provide recommendations to the board on strategic partnerships in Comprehensive School Health.</li> <li>4. Engage in research, communication, fact- finding in order to achieve our mandate and functions.</li> <li>5. Review all requests for support, distribution and participation related to Comprehensive School Health.</li> <li>6. Ensure that the Health and Wellness section of the CSBA website is monitored so that current research and best practices in Health and Wellness education are easily available.</li> <li>7. Work in collaboration with all other CSBA Committees/Work Teams. <a href="#">Policy 1.3.4 (3.12)</a></li> <li>8. Regularly review the terms of reference for this committee and make recommendations to the Board for any changes.</li> </ol>