

Smoke-Free Campus Steering Committee Terms of Reference



Purpose

The role of the Smoke-Free Campus Steering Committee (the Committee) is to provide strategic direction and leadership, as well as focused attention and work on the planning, implementation, evaluation, communication and sustainability of the University of Guelph's *Smoke-Free U of G* initiative.

Initial tasks include:

- Researching and assessing benefits, opportunities and challenges with becoming a smoke-free campus environment
- Engaging other campuses that have gone smoke-free or contemplating doing so, and identifying issues and strategies
- Engaging campus stakeholders in discussions on challenges, opportunities and implementation issues

As the University moves to implementation, the Committee will be responsible for:

- Developing a smoke-free campus policy, which will be forwarded through the normal governance process for approval
- Revising policies as appropriate (e.g., student housing contract)
- Communicating broadly with stakeholders
- Developing training and education programs
- Assessing the smoke-free campus policy and implementation as needed

Term

2 Year Term

November 2017— November 2019

Membership

The Smoke-Free Campus Steering Committee, formed in November 2017, is comprised of a diverse cross-section of staff who are committed to exploring the potential of a smoke-free campus at the University of Guelph.

- Vice-President of Finance, Administration and Risk (chair)
- Associate Vice-President, Student Affairs
- Assistant Vice-President, Faculty and Academic Staff Relations
- Director, Health, Safety, and Wellness, Human Resources
- Director, Campus Police, Emergency Management & Fire Safety
- Director, Student Wellness Services

- Director, Student Housing Services
- Director, Staff Relations, Human Resources
- Sergeant, Campus Community Police
- Special Advisor to the Provost on Aboriginal Initiatives
- Manager, Faculty and Academic Staff Relations
- Manager, Student Health Services
- Manager of Internal Communications, Communications and Public Affairs
- Wellness@Work Coordinator, Human Resources
- Representative from Wellington-Dufferin-Guelph Public Health
- Representative from Leave the Pack Behind

Members are expected to send a replacement if they are unable to attend a meeting.

Other University of Guelph staff, faculty or students, as well as professionals external to the University, may be added as needed.

Working groups or sub-committees may be formed as needed.

Meetings

The Committee will normally meet once a month. Working groups or sub-committees will have additional meetings to move forward with priority areas.

Roles and Responsibilities

The University of Guelph Senior *Executive Team* is responsible for:

- Championing the initiative as a University priority aligned with the Strategic Framework
- Receiving information on the work of this Committee from the Chair and providing guidance and/or assistance, as required
- Providing support and approvals, as necessary, and ensuring the Committee's work is supported through appropriate allocation of resources

The Committee *Chair* is responsible for:

- Championing and leading the initiative
- Serving as the interface between the Senior *Executive Team* and the Committee
- Calling monthly meetings, approving meeting agendas and chairing the meetings
- Scheduling additional meetings as required
- Ensuring that all sub-committee information is communicated to the Committee as a whole
- Ensuring action and follow-up is taken on initiatives approved by the Committee or subcommittees

The Committee *Members* are responsible for:

- Actively joining sub-committees to bring their expertise and ideas to advance the initiative
- Leaders of each sub-committee will be responsible for arranging sub-committee meetings, creating the agenda, circulating minutes, developing action items and providing regular updates to the main Committee
- Being champions and change agents to support the move towards a smoke-free campus
- Contributing knowledge, perspective, experience, creativity and subject-matter expertise
- Being accountable for their contribution and coming to meetings prepared
- Participating in all related training sessions
- Completing assigned task(s) as planned or making alternate arrangements

Wellness@Work Coordinator is responsible for:

- Carrying out tasks and duties assigned by the Committee
- Identifying the business items to be discussed, including those that were raised at previous meetings
- Following up on action items between meetings, providing support to advance items, as required
- Ensuring Committee documentation, initiatives with timelines, milestones, reports, etc. are kept and organized with access by committee members in a shared portal

Decision-making

The Committee will use a consensus model for decision-making. In the event consensus cannot be achieved, the chair may invoke a vote through a show of hands. In the event of a tie vote, the chair shall seek the advice of expert(s) for presentation and reconsideration at the next meeting.

Success Factors for the Initiative

- Leadership support, sponsorship and promotion of initiative
- A communication strategy that is forward facing, iterative for effectiveness, that aligns with the strategic framework and the University's brand
- Leveraging alignment with existing initiatives including Wellness@Work
- Appropriate resources allocation to support the advancement of this initiative
- A consistent approach on process to meet the needs of our internal and external stakeholders
- Promoting, developing and/or reviewing initiatives that align with the interests of faculty, staff and students based on consultation, research and ongoing evaluative or descriptive feedback
- Cross-functional participation

- Achievable goals and objectives are established and met

Review/Approval of Terms of Reference

The Terms of Reference will be reviewed at the end of the term, or on an as needed basis.