



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

# TERMS OF REFERENCE: WELLNESS COMMITTEE

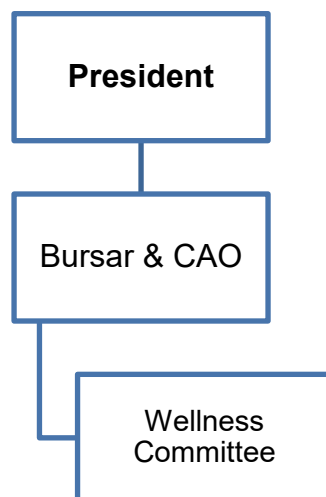
## 1. Introduction

### 1.1. Purpose

To encourage and promote positive physical, social, and mental well-being to USMC staff and faculty through various campus initiatives, education, and partnerships with community organizations and resources.

## 2. Project Governance

The following diagram illustrates the governance structure for this project:



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### **3. Wellness Committee**

#### **3.1 Role of the Wellness Committee**

The responsibilities of the Committee will be to:

1. Participate in meetings with a focus on developing and implementing strategies to promote physical, social, and mental wellness at USMC for faculty and staff;
2. Raise awareness about wellness resources, programs, and services available on campus;
3. Develop an annual wellness calendar of activities;
4. Monitor and evaluate the success of the workplace wellness activities;
5. Review the Terms of Reference biennially;
6. Attend a minimum of three Committee meetings per year.

#### **3.2 Composition**

The Committee will consist of USMC staff and faculty.

- Staff member (Chair)
- Staff member (Treasurer)
- Staff member (Secretary)
- 2 Faculty members (1 from the Library)
- 3 additional staff members
- Manager, Community Wellness (ex-officio member)
- Director of Campus Ministry (ex-officio member)

Members will be appointed for a 3-year term, which can be renewed through a Committee vote, for a maximum of 6 years. Voting, if required, shall take place in June of each year.

Members who wish to end their term shall provide 1 months' notice to the Chair. If the Chair wishes to end their term, they will provide notice to the Bursar & CAO. The Bursar & CAO will

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appoint a new Chair for the Committee. For situations where the Treasurer or Secretary leaves the Committee, their positions will be filled by current Committee members through a vote. An announcement will then be made in the Digest calling for additional members to sit on the Committee, and the current Committee will vote on the appointment of the new members. This process will also be followed for any other members, apart from the Chair, Treasurer, or Secretary, leaving the Committee. If the Manager of Community Wellness and the Director of Campus Ministry decides to end their term, they will find a suitable replacement to represent their department.

### **3.2.1 Responsibilities of the Chair**

- a) Lead and schedule all Committee meetings and coordinate Committee activities;
- b) Call for agenda items and circulate the agenda for all meetings;
- c) Provide an annual report to the Bursar & CAO outlining each activity, financial result, attendance, challenges and opportunities;
- d) Submit communications for the Digest and social media of upcoming events;
- e) Resolve any conflicts.

### **3.2.2 Responsibilities of the Treasurer**

- a) Set up appropriate processes for book-keeping and payments;
- b) Track Committee costs;
- c) Submit an annual financial report to the Chair;
- d) Ensure use of funds are in keeping with the University's values.

### **3.2.3 Responsibilities of the Secretary**

- a) Keep track of member terms;
- b) Take meeting minutes and send to the Chair within 4 business days;
- c) Ensure voting and Committee activities are in keeping with the Terms of Reference;
- d) Keep accurate records of any resignation, voting, and appointment process undertaken by the Committee;
- e) Respond to all Committee correspondence and keep a record of communication;

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### **3.3 Meeting Schedule**

Meetings of the Committee shall be bi-monthly and held in-person and will occur on a regular and pre-scheduled basis with the input of the members. Half of the Committee members need to be present at the meeting for quorum to be achieved.

Meeting materials shall be provided to Committee members electronically and a minimum of two (2) working days in advance of the meeting, where possible.

Minutes will be recorded by the Committee Secretary, who is to be appointed by the Chair. Agenda items shall be set by the Chair in consultation with Committee members; agenda and distribution of minutes will be managed by the Secretary.

### **4. Budget and Approval**

An annual budget will be provided to the Committee. Activities will be planned once the budget has been approved. Expenses incurred will follow established USMC policy.

An annual report prepared by the Chair will be submitted to the Bursar & CAO documenting all activities and initiatives, along with related expenses at the end of each fiscal year.

## Wellness Committee Members

Suzanne Ramnauth, HR Director (Chair) <a href="mailto:Suzanne.ramnauth@utoronto.ca">Suzanne.ramnauth@utoronto.ca</a>	Chanelle Burris, HR Coordinator (Secretary) <a href="mailto:Chanelle.burris@utoronto.ca">Chanelle.burris@utoronto.ca</a>
Telma Liu, Finance Manager (Treasurer) <a href="mailto:Telma.liu@utoronto.ca">Telma.liu@utoronto.ca</a>	Iris Gildea, Associate Professor (Faculty) <a href="mailto:iris.gildea@utoronto.ca">iris.gildea@utoronto.ca</a>
Jill Rankin, Student Awards Officer (Staff) <a href="mailto:jill.rankin@utoronto.ca">jill.rankin@utoronto.ca</a>	Emily VanBerkum-Farahat, Manager, Community Wellness (Staff) <a href="mailto:emily.vanberkum@utoronto.ca">emily.vanberkum@utoronto.ca</a>
Sonal Castelino, Director, Mission & Ministry (Staff) <a href="mailto:s.castelino@utoronto.ca">s.castelino@utoronto.ca</a>	Teresa Wong, Librarian (Faculty) <a href="mailto:telma.liu@utoronto.ca">telma.liu@utoronto.ca</a>
Alarica Fernandes, Project & Operations Manager (Staff) <a href="mailto:alarica.fernandes@utoronto.ca">alarica.fernandes@utoronto.ca</a>	Michelle Tong, Director, Conference Services & Hospitality (Staff) <a href="mailto:m.tong@utoronto.ca">m.tong@utoronto.ca</a>