

## **WORKPLACE WELLNESS STEERING COMMITTEE TERMS OF REFERENCE**

### **Purpose**

A psychologically healthy workplace is a respectful and productive environment that makes every reasonable effort to promote and protect the mental health of employees (Government of Canada, 2022). Employers are responsible for protecting the health and safety of employees, but workplace wellness is a shared effort. Shared ownership of workplace wellness resides with each GSSD employee and stakeholder.

By overseeing the development and implementation of a workplace wellness program, the GSSD Workplace Wellness Steering Committee members are increasing the health and wellbeing of all employees and stakeholders. The goals of the workplace wellness program are aligned with GSSD's aspirational statements and grounded in the Comprehensive School Community Health approach.

The role of the Committee is to lead the development and implementation of the *Well at Work* initiative. Approval authority rests with Senior Administration.

### **Composition and Operations**

The membership of the committee will include 8-12 members from Teachers, Administrators, Division Office Staff, Employee Groups, and external partners:

- Director of Education/CEO
- Superintendent of Human Resources
- Superintendent of Schools
- Trustee
- Mental Health Coordinator
- Two School Administrators
- Instructional Consultant responsible for Diversity and Equity
- CUPE President
- DPEA President
- GSTA President
- Saskatchewan Mental Health Authority Representative
- Indigenous Student Success Team Member

Committee members will be appointed annually by Senior Administration in August of each year. If, for any reason, these members cannot fulfill their duties, the Committee will request new members.

Appointment and operations of the Committee members will be in accordance with *Board Policy 8 Committees of the Board*.

### **Accountability to the Board**

The Committee has no authority to direct Administration or to commit Good Spirit School Division unless specifically authorized by the Board through Board motion.

The Trustee shall provide reports to the Board on all activities at the next Board meeting.

### **Duties and Responsibilities**

The Workplace Wellness Steering Committee is a forum to discuss, monitor, review, and support the GSSD workplace wellness program. The Committee will:

- Set priorities for the development and implementation of the division's Workplace Wellness Program elements.
- Review and provide feedback on elements of the Workplace Wellness Program as they are developed or updated.
- Communicate and promote the Workplace Wellness Program within GSSD and communities.
- Oversee the development, allocation, and spending of a budget for projects.
- Research and discuss trends, issues, and opportunities regarding staff health and wellness.
- Consider undertaking staff surveys to gather information and/or feedback on mental health and wellness related topics.
- Strive for consensus when making decisions. If not possible, the Committee Chair has the final decision.

The Committee Chair is the Director of Education. The Committee Chair is responsible for:

- Presiding over Workplace Wellness Steering Committee meetings.
- Setting the meeting agenda with the assistance of the Vice-Chair (Superintendent of Human Resources) and the Instructional Consultant responsible for Diversity and Equity.
- Preparing and presenting information on health and wellness issues and opportunities as brought forward by the Committee and stakeholders.
- Developing and presenting health and wellness guidelines to the Committee.
- Reporting on the progress of health and wellness activities within the Division.
- Ensuring that the Committee's mandate is met.
- Presenting the Committee's work to various stakeholders.
- Ensuring the Terms of Reference is reviewed annually.

The Vice-Chair is the Superintendent of Human Resources. The Vice-Chair is responsible for:

- Assuming the responsibilities of the Committee Chair in their absence.
- Ensuring the Committee's mandate is met.

The Administrators are the Mental Health Coordinators. They are responsible for:

- Taking minutes during the Committee meetings.
- Recording the minutes to the Wellness Steering Committee folder.
- Co-constructing meeting agendas.
- Distributing regular communications.
- Being the liaison between health partners.

Committee members are responsible for representing the department or role according to the Committee mandates:

- Attending Workplace Wellness Steering Committee meetings

- Participating in the Committee meetings through preparation and discussion of the Committee's work
- Participating in Committee activities to fulfill the Committee's mandate
- Participating in sub-committee work as determined by the Committee
- Bringing forward questions/concerns/opportunities representative of their workplaces

The Committee will undertake several methods to communicate its activities:

- Committee meeting agenda topics and work will be submitted by the Committee Chair as a standing item in the Division's Board Report
- the Committee will post relevant and timely information and articles in the *Friday File*, *In Focus* newsletter, and Professional Service Providers' Wellness updates and social media
- the Committee may undertake staff surveys to gather information and/or feedback on Mental health and wellness related topics

### **Meetings**

The Committee will meet three (3) times per school year. The meeting length will vary and be a blend of face-to-face meetings and video conferences.

### **Staff Support**

The Director or designate shall provide support to the Workplace Wellness Steering Committee.

### **External Advisors**

The Workplace Wellness Steering Committee may engage external advisors at the expense of the Division when deemed necessary, subject to the approval of the Board.

**Updated: January 25, 2024, February 27, 2025**