

## Healthy Campus Alberta Advisory Terms of Reference

Healthy Campus Alberta (HCA)'s mission is to foster an inclusive, collaborative, and community-integrated approach to mental health and wellness across post-secondary campuses in Alberta. We are committed to promoting mental health and well-being through accessible and sustainable programs, sharing best practices and research, and cultivating a culture of compassion and support. Our efforts recognize and respect the unique contexts, needs, and successes of each institution.

The Advisory Team, therefore, is designed to be a space where all individuals feel valued, supported, and empowered to contribute. Our aim is to ensure that the Advisory reflects the diversity of Alberta's campus communities, recognizing that our strength lies in embracing varied experiences, identities, and perspectives. In this spirit, the Advisory Team fosters collaboration and ensures that every voice is heard and respected as we work together to advance mental health and well-being on campuses across Alberta. The HCA Advisory Team was formed to ensure that the community of practice is the driving force behind our collective efforts. By centering the voices, insights, and expertise of campus communities, we aim to create a dynamic and responsive support system that reflects the diverse realities of post-secondary life.

### HCA's Structure

HCA's structure is demonstrated using circles that represent differing and fluid levels of engagement, with outer circles representing less and inner circles representing more engagement.

The Advisory Team is represented as a smaller circle within the broader CoP membership, being a core group of diverse individuals who are highly engaged and active in the CoP.



(See Figure 3.2 in Wenger-Trayner, *Communities of Practice Within and Across Organizations: A Guidebook*, p. 78.)



## Purpose

The purpose of Healthy Campus Alberta's Advisory Team is to:

- Support and provide direction to the HCA Staff Facilitation Team in carrying out the mission of the Community of Practice
- Bring lived experience, knowledge and emerging best practice from inside and outside of campus communities to inform HCA's direction
- Strengthen HCA's connection with campus communities and partners by conducting outreach and synthesizing diverse voices
- Uphold the history and values that ground Healthy Campus Alberta in its mission, while honouring past knowledge and adapting to the evolving post-secondary landscape to ensure future relevance
- **Note:** While the Advisory team does formulate the direction of the community of practice, they are not a decision-making body. Staying true to the non-hierarchical CoP structure, they provide guidance and leadership support, but do not make decisions for the community (see graphic below).

## Role and Expectations

The role of Advisory Team members is to:

### Advisory Team

- Leadership Support  
Direction & guidance
- Government liaison with PSI's
- Evaluation (analysis & synthesis)
- High level experts

- actively engage with the CoP and with the Advisory Team to ensure multiple perspectives are considered;
- share emerging best practice and synthesize community feedback to help identify priorities and guide strategic planning;
- collaborate on projects and offer suggestions and feedback on resources, community activities and events ; and,
- provide feedback on grant proposals and review grant reports.

The Advisory Team members are expected to:

- attend and actively participate in quarterly half-day meetings, two of which will be virtual, and two in person, held in a central location;
- be available to members of the CoP to bring their perspectives, needs and concerns forward to the Advisory Team; and,
- be reachable by and responsive to the HCA Staff Facilitation team to review and provide feedback on various items by e-mail and on the HCA Community Hub, when necessary.



## **Nomination and selection process**

- Interested individuals can be nominated by an existing Advisory member or can self-nominate.
- A selection committee is appointed annually to collect and review nominations, and will include a member of the Advisory Team, a member of the HCA Staff Facilitation team, a broader HCA CoP member, and a representative of the Canadian Mental Health Association, Alberta Division and Centre for Suicide Prevention.
- In selecting Advisory members, the selection committee will consider:
  - the desire for diversity among voices (in terms of institution, region, sector, culture, gender, age, etc.);
  - the nominee's experience, including lived experience; and,
  - the desire for continuity, but also for inclusion of new perspectives.
- All members, students, staff, faculty, and other community professionals, will be selected based on their:
  - knowledge of and involvement in the HCA CoP;
  - demonstrated interest in mental health and well-being promotion;
  - commitment to engaging with the HCA CoP;
  - connection to other fields of practice related to mental health and well-being on campuses; and,
  - understanding and ability to commit to time demands of the Advisory Team.

## **Leadership**

- The Advisory will have two co-chairs.
  - The Coordinator of Healthy Campus Alberta will be a permanent co-chair to provide continuity.
  - A rotating co-chair will be nominated from among Advisory Team members at the beginning of a term year and will serve for four meetings, equating to one year of their term. Members can be nominated by other team members or can self-nominate for the role, and the co-chair will then be selected by consensus.
  - When the co-chair's term ends, a new co-chair will be nominated and selected.

## **Terms**

- Staff, faculty, administration and community partner terms will run from September to September and will alternate; some for a duration of 3 years, and others for 2 years.
  - In order to hold history, 3-year terms will be determined based on the member's knowledge of and experience with the community of practice.
- Student terms will run for one academic year.
- All terms are renewable. Upon reaching the end of a term, a member can choose to go through the nomination process again.

## **Addendum – Travel costs and student honorarium**

- Travel costs for in-person meetings will be covered (separate from the honorarium), including:
  - 1 meal;
  - mileage or bus tickets;
  - parking; and,
  - hotel room for 1 night if needing to travel further than 300 kms to attend meeting.
- Students will be given an honorarium of up to \$400 (\$100 per meeting attended) for their involvement per academic year.

