



Faculty of Medicine

## Well-Being Advisory Committee Terms of Reference

### Preamble

The Well-Being Advisory Committee (WAC) helps embed well-being into the Faculty of Medicine for our faculty, staff and learners. Our Well-Being themes help guide this important work, and were created based on the recommendations from the first wellness survey and the Okanagan Charter.

### Purpose

- The WAC reports to the Senior Executive Committee (SEC) of the FoM, providing oversight and insight on well-being strategies and initiatives, services, resources and indicators already in place.
- Promotes the conditions that ensure well-being.
- Explores benchmarks of success in the promotion and support of well-being for all faculty, staff and learners.
- Develops well-being strategies and initiatives.
- Administers well-being surveys.
- Evaluates the effectiveness of new programs and services.
- Measures the impact of initiatives overtime.

### Membership

WAC is co-chaired by the Assistant Dean, Faculty Wellness, Equity and Professionalism, and the Policy Coordinator.

The Committee members are selected by the WAC co-chairs and appointed by the Dean. Members of the Committee will typically serve a three-year renewable term.

Membership is composed of:

- Assistant Dean, Wellness, Equity and Professionalism
- Policy Coordinator
- Associate Dean, Research and Graduate Studies
- Wellness Lead Student Wellness and Counselling Centre
- Director, Learner Well-Being and Success
- Manager, Academic Affairs
- Human Resources representative
- Education Specialist
- Learner Well-Being Consultant
- Communications Advisor

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***Our Vision:*** *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*



## Faculty of Medicine

- UGME learner
- Graduate learner
- PGME learner (2)
- Member-at-large (clinical faculty)
- Member-at-large (PhD faculty)
- Member-at-large (staff) (2)

### Operations

- The WAC will meet monthly from September to August or as needed and agreed upon by the co-chairs. Minutes of these meetings that capture the activity and decisions of the committee are recorded.
- Decisions of the committee will be made by consensus. If consensus cannot be reached, decisions will be at the discretion of the co-chairs.
- Committee members are expected to attend meetings or, if unable to do so, send advance notice of their absence. They are also expected to come to meetings prepared by having read any documentation circulated prior to the meeting.
- The co-chairs will inform SEC of the decisions made by the committee.

### Responsibilities

In keeping with its role to provide oversight to the FoM on initiatives and resources relevant to the well-being of faculty, staff and learners, the WAC has the following operational and advocacy responsibilities:

- Inform the SMC on the strategic direction and ongoing work of the well-being advisory committee
- Guide and assist the FoM with accreditation standards and elements relevant to well-being.
- Champion the FoM locally, regionally and nationally by communicating key strategic messages, create awareness for existing and new program initiatives, and showcase learner, faculty and staff achievements in the area of well-being.
- Connect the FoM to the broader academic community at Memorial University by building partnership opportunities in the area of well-being.

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