

TERMS OF REFERENCE

**ToRID & Cte Name: TOR18: SUBSTANCE MANAGEMENT AND ADDICTION
PREVENTION COMMITTEE**

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2015-10-15

1. PURPOSE

The purpose of the Substance Management and Addiction Prevention Committee (Committee) is to oversee substance management and addiction prevention involving the use of alcohol, drugs, tobacco and other products on-campus. This Committee serves as a Standing Subcommittee of the Student Experience Committee (SEC) by way of the College sponsor.

Specifically, the mandate of the Committee is:

- To provide a forum for the ongoing review of College policy, practices, and procedures relating to the use of alcohol, drugs, tobacco and other products at the college with a view to advance healthy lifestyles, to increase substance awareness and addiction prevention, and to reduce personal and College exposure to risk;
- To coordinate and monitor an ongoing substance awareness and addiction prevention program;
- To review all incident reports related to the use of alcohol, drugs, tobacco and other products on campus; and
- To make recommendations to the College sponsor on revisions to College Policy C206: Alcohol, Drugs, Tobacco and Other Products.

Annually, the Committee submits a report, including a summary of incidents in the previous year, to the College sponsor followed by the SEC.

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERMS OF OFFICE

The ongoing membership of the Committee is:

- Senior Manager, Retail Services (Chair)
- Senior Manager, Counselling and Accessibility Services or designate
- Chair, School of Tourism and Hospitality or designate
- Manager, Campus Security Services or designate
- General Manager, Residence Services or designate
- President, Fanshawe Student Union or designate
- Operations Manager, Fanshawe Student Union or designate

COLLEGE COMMITTEES

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Committee normally meets once per academic semester but may hold special meetings as needed at the call of the chair.
- 4.2. The College sponsor may, in the College sponsor's reporting capacity, attend any Committee meeting to provide clarification, guidance or support to the Committee.
- 4.3. The quorum for holding a meeting and for transacting business is a simple majority of voting members. The chair has a tie-breaking vote.
- 4.4. Resolutions on matters before the Committee may take the form of a recommendation to the College sponsor. Policy recommendations are submitted to the College sponsor.
- 4.5. When a meeting of the Committee is called, the chair, in her or his best judgement, may invite other relevant College or Fanshawe Student Union staff to attend Committee meetings to deal with specific issues.
- 4.6. Minutes of meetings are maintained.
- 4.7. From time to time the Committee may have need to discuss confidential matters. In such case, the chair advise members as to which matters are confidential. Members maintain the confidentiality of such matters.
- 4.8. At the discretion of the chair, the Committee may establish task forces or other working groups for specific tasks.
- 4.9. The chair reports on Committee activity and issues to SEC through the College sponsor no less often than annually or as determined by the College sponsor to be appropriate.
- 4.10. These terms of reference may be amended on the recommendation of the Committee followed by approval of the College sponsor.

5. REFERENCES

College policy C206: Alcohol, Drugs, Electronic Cigarettes and Tobacco Products.

6. ADDENDA

None.

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