



The Graduate Students' Association of the University of Calgary  
1030 ES, 844 Campus Place NW  
Calgary, Alberta T2N 1N4  
(403) 220-5997  
[www.gsa.ucalgary.ca](http://www.gsa.ucalgary.ca)

## **Mental Health and Wellness Subcommittee Terms of Reference**

---

### **Establishment**

The Board of Directors establishes a subcommittee called the Mental Health and Wellness Subcommittee under the provisions of the GSA's General Committee Terms of Reference, the Student Experience and Events Committee Terms of Reference, and the authorities set out within. In the event of a conflict between the provisions of these Subcommittee Terms of Reference, the Student Experience and Events Committee Terms of Reference, and the General Committee Terms of Reference, the General Committee Terms of Reference will govern.

The Vice President Student Life (VPSL) shall provide the link between the Board and the Subcommittee. The Board of Directors of the Graduate Students' Association has the ultimate authority.

---

### **Statement of Purpose**

The purpose of the Mental Health and Wellness Subcommittee is to enhance the mental health of all GSA members through events, campaigns, education, and advocacy initiatives. The subcommittee works to create a compassionate post-secondary environment in which students are provided resources to support their mental health and feel comfortable seeking support for their mental health and well-being.

---

### **Mission**

Our vision is to create a compassionate and inclusive post-secondary environment in which graduate students are empowered with the skills and resources to seek help and achieve balance in day-to-day life. The Subcommittee is a space where graduate students can learn, talk, and receive access to resources to support their mental health and well-being.

---

### **Authority**

The Subcommittee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to the board. The authority of Student

Experience and Events Committee is derived from the Board of Directors of the Graduate Students' Association of University of Calgary.

The subcommittee may:

- a) Submit to SEEC applications for events, programs, or initiatives for funding approval
- b) Appoint members to the subcommittee
- c) others as applicable

---

### **Chair**

---

The Chair and Vice-Chairs of MHWS must be non-executive members of the GSA, recruited by the Board from Active Members of the GSA through an open call through the electronic communication means of the GSA.

---

### **Specific Chair Responsibilities**

---

Specific Chair and Vice-Chair Responsibilities, in addition to those outlined in the General Committee Terms of Reference, include, but are not limited to:

- a) Create agenda for all meetings
- b) Submit applications to SEEC for events, programs, and initiatives
- c) Submit after-action reports to SEEC for all approved events, programs, and initiatives
- d) Provide a monthly report to SEEC about the performance of the subcommittee
- e) Provide an annual report to SEEC at the end of the term outlining strengths, weaknesses, opportunities and obstacles of the subcommittee
- f) Call for members

---

### **Membership**

---

Membership of the subcommittee shall be composed of the following:

- a) Maximum of 15 people

- b) Must be Active Members of the GSA

---

### **Responsibilities of Members**

---

Members of the subcommittee are to:

- a) Attend monthly subcommittee meetings
- b) Assist with the events, programs, and initiatives of the subcommittee

---

### **Non-Compliance**

---

- a) Any violation of the Association's Volunteer Agreement package shall be referred to the Board for adjudication.
- b) Matters concerning performance of a Committee member shall be handled internally by the Chair, in consultation with the Board. After consultation, the Chair has the authority to issue a written warning or to replace the Committee member as needed.
- c) Matters concerning performance of a Chair or Vice Chair shall be handled by the Responsible Board Member in consultation with the Board. The Board has the authority to issue a written warning or to replace the Chair or Vice Chair as needed.

---

### **Events, Programs, Initiatives**

---

The Subcommittee will be required to execute events for the Student Engagement Coordinator of the GSA. The subcommittee will be assigned events or event series by the Student Engagement Coordinator and the VPSL. The Student Engagement Coordinator will provide all of the documentation required to execute the event.

The Subcommittee may run its own events, programs and initiatives. The Subcommittee must apply to the Student Experience and Engagement Committee for event approval and funding. At the conclusion of the event, the Subcommittee is required to provide an after-action report to the Student Experience and Engagement Committee.

---

### **Review and Evaluation**

---

These Terms of Reference shall be reviewed every year at the discretion of the Board. Recommendations for the Terms of Reference should be made at the end of the Chair and Vice-Chairs term.