



University
of Windsor

Terms of Reference

Smoke-Free Campus Working Group: Education, Awareness Raising and Supports

Purpose

To develop a strategy to enhance knowledge of health impacts of smoking, addiction and the quit journey, raise awareness of the Smoke-Free Campus Policy and to support smokers and those who may be interested in quitting.

Authority

The role of the Working Group is to propose a strategy to the Steering Committee.

Specific Areas of Responsibility

The working group will:

- Draft the Education, Awareness-Raising and Supports strategy based on best practises emerging from similar smoke-free campus initiatives undertaken by other universities and the review of the themes emerging from the campus consultation.
- Propose a strategy including key activities, timelines and responsibility.
- Present the strategy to the Steering Committee for review and feedback.
- Guide the development of the activities outlined in the strategy as approved.

Membership

The working group will consist of seven members from the University Community.

Co-chairs

A member of the Steering Committee will co-chair the Working Group with the HR lead. The Director, Organizational Development & Training will be the HR lead to the working group. The co-chair will work with the HR lead to:

- Keep the group focused on the tasks and timelines.
- Call the meetings.
- Draft the agenda for the meetings and ensure that notes are recorded.
- Manage the meetings.

The co-chair will be responsible for reporting progress to the Steering Committee and requesting direction/assistance from the Steering Committee as required.

Meetings

The Working Group will meet every month or more frequently as deemed appropriate by the group. The business of the group may also be conducted electronically by e-mailing required documents, if applicable, to all members and seeking responses by e-mail.

Quorum

A quorum of fifty percent plus one must be met to conduct the business of the Working Group.

Decision Making

When making decisions, the Working Group will strive for consensus.

Term

The Working Group will cease to exist once the activities associated with the areas of responsibility have been completed.

Meeting Guidelines

- We have a shared responsibility for the team process and the work of the Committee.
- We will respect the opinions of all members and treat each other with respect.
- We will actively contribute to the discussions.
- We will keep an open mind to new and different ideas.
- We will respect the confidentiality of all discussions.
- We will use open and honest communication with each other.

Approval: February 28, 2020 (updated March 16, 2021)

Education, Awareness Raising and Supports Working Group Membership

Co-Chair – Steering Committee Representative

Dora Cavallo-Medved

Faculty, Biomedical Sciences, Faculty of Science

Co- Chair – HR lead

Marcela Ciampa

Director, Organizational Development & Training, Human Resources

Members

Katie Chauvin

Mental Health & Wellness Coordinator, Student Counselling Centre

Debbie Kane

Faculty, Faculty of Nursing and Associate Dean Faculty of Graduate Studies

Lori Lewis

Manager, Communications and Publications, Public Affairs and Communications

Abdul Monem Al Riahi

2nd year student, Biology and Biochemistry (Health and Biomedical stream)

Dylan Margerison

Assistant to the Associate Dean Research and Graduate Studies, Faculty of Law

Trevor Pittman

Concert Producer / Operations Manager, School of Creative Arts