

## **Terms of Reference**

### **Preface**

The Alcohol and Drug Awareness Committee recognized that the consequences of high risk drinking and substance abuse may impact health, safety and personal success.

In line with the University of Lethbridge's strategic priorities, the A&DAC endeavors to promote the health, safety and security of students, faculty and staff through engaging activities and information surrounding alcohol and drug awareness, harm reduction strategies and available support services within the University, the City of Lethbridge and Southern Alberta.

### **Mission**

The A&DAC's mission is to:

- Promote and initiate educational programming in relation to high risk drinking, substance abuse and harm reduction strategies
- Share information and resources that may positively affect the decisions students, staff and faculty make with regards to drug and alcohol use.

### **Purpose**

- The purpose of the A&DAC is to provide information to students, faculties and administrative units to raise awareness that enable individuals to make informed decisions and minimize negative alcohol and substance abuse consequences

### **Membership**

- There shall be an Alcohol and Drug Awareness Committee with members appointed by the Vice-President (Finance and Administration) or his/her designate and include representation from the following groups:

Conference and Event Services

Counselling Services

Enrolment and Recruitment

Faculty with expertise related to alcohol/drug use/abuse

Graduate Students' Association

Health Centre

Housing Services

Organization of Residence Students

Risk and Safety Services

Security Services

Sport & Recreation Services/Athletics

University of Lethbridge Students' Union (ULSU)- Vice-President Student Affairs

University of Lethbridge Students' Union (ULSU)- General Manager

Other individuals/service organizations as invited by the A&DAC

## **Roles and Responsibilities**

### **3.1 Chair/Vice-Chair**

- The A&DAC shall have one Chair and one Vice-Chair appointed by the Vice-President (Finance and Administration) or his/her designate.
- The A&DAC Chair and Vice-Chair positions shall change over annually in September.

#### **Roles:**

- Provide effective leadership to the A&DAC, in fulfilling its mission and purpose at the University
- Preside over the regular committee meetings, ensuring agendas and meeting minutes are prepared
- Coordinate the planning and implementation of the A&DAC's activities for the year
- Ensure the A&DAC reviews their terms of reference and website content on a bi-annual basis (minimum) and reports any recommended changes or modifications to the University Vice President (Finance and Administration)
- Determine the requirement of any subcommittee for special projects and initiatives. Subcommittee(s) in turn will report to the Chair and Vice-Chair.

## **Committee Members**

- Committee Members shall be appointed by the Vice-President (Finance and Administration) or his/her designate.

### **3.2.1 Role:**

- Attend meetings as scheduled or assign designate when unable to attend
- Actively promote the purpose and mission of the A&DAC
- Inform the committee of developing on-campus alcohol or drug related issues
- Participate in activities of the committee
- Participate in subcommittees as requested

## **Reporting**

- The Chair and Vice-Chair report to the Vice-President (Finance and Administration) with regular updates on minutes of meetings and prepare an annual report in June outlining the A&DAC's activities of the previous year

## **Meetings**

- The Alcohol and Drug Awareness Committee meets monthly. The committee may choose to meet more or less frequently as schedules or tasks dictate.
- The A&DAC shall meet at the call of the Chair or Vice-Chair.