



Sample Roles and Responsibilities

Guiding Principles for the Healthy Schools Action Team

1. Purpose of the Action Team

The purpose of the Healthy Schools Action Team is to help the school community promote and support healthy practices (such as healthy eating behaviours and activity) in the classroom, throughout the school, and at home to improve the health and learning of our students.

2. Membership

The Healthy Schools Action Team is made up of four or more school community members including at least one staff/administrator, caregiver, and student with an interest in health. Members must be willing to represent the school on key health issues and be able to commit the time to carry out the expectations of the Healthy Schools Action Team. Members are asked to commit to at least one year of participation. Membership will be reviewed and confirmed at the first Healthy Schools Action Team meeting of the school year. Sub-committees will be formed as needed to help with specific health issues (such as nutrition activities).

3. Roles of the Healthy Schools Action Team and sub-committee members

Chair/Co-chair

- Set the meeting agendas with input from members
- Ensure a meeting room is available and booked
- Chair meetings and act as a contact person for the committee
- Ensure there is a recorder and minutes are taken and distributed
- Maintain a record of activities, plans, minutes, and reports
- Submit reports as necessary to the School Council and school administration

Recorder

Minute-taking will be rotated among members for each meeting. Minutes will be distributed seven (7) days prior to the next meeting.

4. Expectations of the Healthy Schools Action Team and sub-committees:

1. Select a Chair
2. Establish the roles and responsibilities
3. Attend and participate in scheduled meetings
4. Coordinate assessment of school health needs. Brainstorm potential solutions/activities and set priorities for action
5. Develop and review a School Health Action Plan based on school community member feedback

6. Work with sub-committees, School Council, and school community members to carry out the duties
7. Manage resources, budget, and review progress
8. Liaise with sub-committees
9. Facilitate communication and awareness of Healthy Schools information and activities among all school community members (School Council, caregivers, and any new or existing school committees)

5. Meetings

The Healthy Schools Action Team meets on the (insert day of month) for (insert number of hours) hours unless otherwise scheduled. Meetings are held in (insert location) at (insert time). Meetings are held to discuss progress, review challenges, and make changes to the action plan. The Chair notifies members of any changes to meetings.

6. Duration of the committee

At the end of each school year the Healthy Schools Action Team will review its activities and progress and identify next steps.

(insert name)	(insert name)
Administration	Healthy Schools Committee Champion

Signatures of all Healthy Schools Committee members: