



## **St. Clair College Sexual Violence Prevention Committee - Terms of Reference**

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### **Mandate**

St. Clair College is committed to increasing awareness of sexual violence on campus with the overall purpose to reduce the occurrences of sexual violence. The committee has been established to work collaboratively across disciplines to:

- Ensure policies and protocols are appropriate and updated annually.
- Ensure awareness and education campaigns are initiated to increase awareness and the prevention of sexual violence
- Ensure appropriate response programs are available to support those who experience sexual violence

### **Specific Responsibilities**

By bringing together stakeholders, the Committee assumes responsibility for:

- Fostering greater awareness of sexual violence on campus through educational and awareness programs.
- Reviewing and proposing revisions to policy and procedures related to sexual violence and ensuring that the policy and procedures are reviewed annually.
- Remaining up to date on emerging promising best practices in the area of prevention and support and make recommendations for the creation of new programs and/or services where the need arises, or research suggests.
- Ensuring ongoing and appropriate training for faculty, staff and student leaders.

- Develop strategies and introduce initiatives aimed at promoting a culture of respect and ending sexual violence on campus.
- Receive and review the Annual Reports from the College Resolution Officer related to sexual violence and including the following information.
  - The number of times students requested or received services, support or accommodations following an act of sexual violence and details on the particular services, support or accommodation measures requested or received.
  - Initiatives and programs introduced to promote awareness of services and support available to students.
  - The number and types of incidents and complaints of sexual violence reported by students.
  - Details of implementation and effectiveness of the Policies and Protocols around Sexual Violence.

This report should be submitted to the Board of Governors by June 1 of every year.

- Make recommendations to the Office of the President on additional resources necessary or on any new measures to help end sexual violence on campus.
- Make recommendations on allocating Women’s Campus Safety Grant funds.
- Monitor access to and implementation of academic accommodations and implementation of other measures aimed at ending sexual violence on campus while using a survivor centered approach

## **Chair**

The Committee is chaired by the Manager, Student Safety, Rights and Responsibilities.

## **Membership**

The Committee is composed of:

- One student representative and one staff member from the SRC.

- One student representative and one staff member from the TSI.
- One student representative from SAA.
- Between three and six students who are not executive members of a student association, including at least one RA from each campus residence.
- An Academic Counselor from the Student Services
- One CMHA Mental Health Counsellor
- College Resolution Officer.
- A management representative from Residence.
- Director, Athletics.

**As Needed Committee Members:**

- Community consults with an expert in sexual violence prevention (i.e. Sexual Assault Crisis Centre).
- A representative from Human Resources.
- A Nurse from the Health Centre.
- Manager, International Relations.

**Terms**

The term of office for committee members is one year and is renewable.

**Quorum**

Quorum is set at a majority of members.

**Meetings**

Meetings will be held monthly during the Fall and Winter semesters. Meetings will move to bimonthly during the Spring and Summer months, or at the call of the chair.

**Secretarial services**

Secretarial services are provided by the Office of Safety, Security and Facilities Management. Minutes will be shared with the Senior Operating Group.