



## **Advisory Committee Membership Call for Expressions of Interest**

The Mental Health Commission of Canada is seeking Expressions of Interest for Advisory Committee (AC) Membership. A limited number of vacancies occur each year and new members will be considered for appointment based on the following organizational context and membership criteria.

### **Background**

The Mental Health Commission of Canada was established to help create an integrated mental health system to improve the lives of Canadians living with mental illness. It encourages collaboration among governments, service providers, employers, researchers, as well as Canadians living with mental illness, their caregivers and families.

The Mental Health Commission is governed by a 19 member Board of Directors which is responsible for oversight of the activities of the Commission. In addition, the Commission has eight Advisory Committees (ACs), each with an appointed Chair, in the following areas to support its work:

- Child and youth
- Family and caregivers
- First Nations, Inuit and Metis
- Mental health and the law
- Science
- Seniors
- Service systems
- Workplace

The Advisory Committees provide input and advice to assist the Commission to achieve its goals and implement its priorities.

### **Advisory Committee Member Role Overview**

An Advisory Committee Member is a Canadian citizen or landed immigrant with expertise, interest or lived experience in the content area of the particular Advisory Committee. Members are appointed as individuals, and do not represent organizations or constituencies. Respect within the stakeholder community and the ability to contribute constructively to the deliberations of the committee are preferred factors in membership appointment. Geographic representation is also taken into consideration. The commitment of members to participate, as well as a willingness to hear and consider a variety of views is essential.

## **Responsibilities of Advisory Committee Members**

1. Understand the role, mandate and priorities of, and act as an ambassador for, the Mental Health Commission of Canada.
2. Understand the role of the advisory committee, and its mandate and priorities.
3. Attend committee face to face meetings and teleconferences fully prepared for meetings based on the materials provided prior to the meetings.
4. Engage in constructive dialogue, based on mutual respect, in order to reach consensus on committee recommendations.
5. Provide timely support and contribution in the development of formal documents such as work plans, project proposals or reports, meeting agendas and minutes, information updates and annual reports.
6. Seek input from stakeholders on issues of importance to the Commission and promote activities of the Mental Health Commission of Canada within the stakeholder community.
7. Facilitate collaboration and partnership with other advisory committees, staff and other groups as appropriate and on behalf of the committee.
8. Communicate on behalf of, but not for, the Commission by accepting appropriate opportunities to discuss the work of the Commission and receive feedback regarding the Commission and its documents and activities etc. These opportunities could include but are not limited to media requests, meetings with stakeholders, talks and speeches, and workshop/conference participation etc. It is important that advisory committee members convey that they are speaking on behalf of the Commission by reporting on Commission activities and positions but they are not binding the Commission or making policy.

## **Frequency of Meetings**

The frequency of meetings is determined based on the approved work plan of the committee. There will be a maximum of 6 meetings and a minimum of 2 meetings per year. Meetings are face-to-face or by teleconference, at the discretion of the chair, based on the needs of the committee. A face-to-face meeting will be held at least once per year.

## **Compensation**

Advisory committee members are compensated for participation in advisory committees in a manner that is consistent with the compensation and travel policy of the Commission. Expenses incurred to attend meetings and undertake other approved activities of the advisory committee are paid by the Commission.

**Appointment Term**

Advisory Committee members are generally appointed for a minimum of a 3 year term. Terms may be revoked by the Mental Health Commission of Canada at any time.

**Submission Process**

Please email your Expression of Interest in a covering letter, indicating your Advisory Committee of preference, along with your CV/resumé to: [advisorycommittees@mentalhealthcommission.ca](mailto:advisorycommittees@mentalhealthcommission.ca)

Applications will be acknowledged with a letter of receipt and suitable candidates placed on a list for consideration for future vacancies.