General Guidelines for Facilitators

- The purpose of this document is to **clearly communicate expectations to students who are involved in your project,** and to **give students a chance to review and adjust the expectations as needed**. This could be done asynchronously, and/or during the first onboarding meeting together.
- This document **should be reviewed by the members of your advisory committee at the start of their term** (it may be helpful to leave a comment asking members to confirm they have read and/or made edits to it – an example comment is included in the template below).

Citing this Resource: Cleverley, K., Roy, J, McCann, E., Uliaszek, A., Ewing, L., Buckley, R., and the Inlight Student Advisory Committee (2025). Toolkit for Student Engagement in Post-Secondary Mental Health Research. University of Toronto.

Student Advisory Committee

Terms of Reference

Mandate

[Explain the mandate of the advisory committee as a whole – How do they fit into the project overall? Why was the advisory committee created and how is it expected to contribute?]

Student Advisory Committee Priorities

[Establish key priorities for the advisory committee (ie. Key areas in which the committee will be expected to provide support) to give students a better sense of what they will be working on]
Priority 1: []
Priority 2: []
Priority 3: []
…

Responsibilities

[Who shares these responsibilities (ie. do some members of the committee have different responsibilities than others)? What are the responsibilities of the facilitator(s)?]
[Responsibility 1]

- [elaborate on this responsibility – eg. tangible tasks and/or expectations associated with it]

[Responsibility 2]

- [elaborate on this responsibility – eg. tangible tasks and/or expectations associated with it]

[Responsibility 3]

- [elaborate on this responsibility – eg. tangible tasks and/or expectations associated with it]

…

Membership

[Who will be part of the committee? Are there certain lived experiences and/or qualifications needed from committee members? Are you seeking representation from particular groups (eg. Tri-campus, graduate/undergraduate, diverse backgrounds, etc)?]

Term

[Term dates]
[Explain the timeline – eg. recruitment, term length, meeting frequency, and any opportunities for future engagement after the term]
[What is expected of members during their term? What is the expected time commitment? What will generally be discussed in meetings? What specific projects or tasks will members be working on? Will there be any optional means of participation for members (eg. working groups, special projects, events)?]
[Elaborate on additional details for working groups and subcommittees – eg. Are they required or optional for members? What are some example topics for a working group or subcommittee?]

Communications

[How will action items and their associated timelines be shared with committee members?]
[How will conflicting commitments be accommodated (eg. If a student is busy during exam season, who should they reach out to?)]

Meetings

[How often will meetings take place? How long will each meeting be? Will they be in-person, virtual, or hybrid? What should students do if they cannot attend a meeting?]
[Will slide decks and agendas be shared in advance of the meeting (if so, how)? What other materials can students expect in meetings (eg. materials to review in advance)? Can students suggest topics to be discussed at meetings (if so, how)?]

Materials

[shared drive]. [Explain which platform the drive will be hosted on, and what materials will be stored there (eg. Meeting minutes, project-related documents, etc). How should students be contributing to and navigating this drive?]
[email communications]. [Explain what information will be communicated via email, the frequency of messages, response expectations, etc]

[other platforms]. [Expectations for any other platforms students should be monitoring during their term as advisory committee members]

Primary Contacts

[Explain who students will be interacting with as part of the project; Identify a primary point of contact (eg. Who should they reach out to with questions about their involvement, the project, etc?)]

[name], **[role]**
[email]
[name], **[role]**
[email]