

**New Brunswick Anti-Tobacco Coalition –  
Steering Committee Terms of Reference: March 2021**

**PURPOSE**

- Lead and coordinate activities that contribute to NB's Tobacco-Free Living Strategy through the following:
- Maintain awareness of tobacco and vape-free activities and opportunities in schools, communities, workplaces and province.
- Minimize duplication of effort.
- Maximize alignment of efforts (e.g. consistent messaging, linked initiatives, etc).
- Leverage existing resources (including but not limited to funding), knowledge and expertise of SC members to contribute to activities.
- Actively seek out additional resources and opportunities to advance NB's Tobacco-Free Living Strategy.
- Coordinate review and update of NB tobacco control Strategy.
- Update Progress report annually.
- Contribute to youth vaping prevention and cessation support through initiatives, activities and the coordination of a provincial vaping working group.

**MEMBERS**

Steering Committee members represent a blend of government and non-government stakeholders. Members include those who play a key role in anti-tobacco activities or have influence in policy development and decision making.

**I. Standing Members - Government**

- Department of Health: Public Health NB
- Department of Health: Community Health and Chronic Disease Management Unit
- Horizon Health Network
- Réseau de santé Vitalité Health Network
- New Brunswick Cancer Network
- New Brunswick Anti-Tobacco Coalition (Coordinator)

**Standing Members – Non-Government**

- Canadian Cancer Society New Brunswick
- Heart and Stroke Foundation of New Brunswick
- New Brunswick Medical Society
- New Brunswick Lung Association

**II. Working Group Representatives**

- Current NBATC Working Groups:

A. Provincial Vaping Working Group

B. Sustainability Working Group

III. Funded Projects (when appropriate)

IV. Ex-officio members

- Health Canada – Tobacco and Vaping Program – Tobacco Control Directorate

## **ROLES AND RESPONSIBILITIES OF SC MEMBERS**

- Participate in and contribute to the purpose of the Steering Committee.
- Coordinate actions that will advance the NB's Tobacco-Free Living Strategy.
- Provide presentations during stakeholder events as appropriate.
- Champion the NB's Tobacco-Free Living Strategy and NBATC within each member's respective organization as well as to others.
- Use NBATC Implementation Principles (see Appendix I) to ensure coordinated and successful action on tobacco.
- To approve Term of References (TOR) for any working groups (a group that is set up to accomplish a specific tasks and includes at least one person from outside of the SC members). Working groups must have a TOR and must include a list of principles on how the group agrees to work together. These principles should reflect the bullet #1 in the attached SC TOR Appendix I and define the expectations of members.

## **FREQUENCY OF MEETINGS**

Annually a minimum of three online meetings and one in-person when possible will be held. Additional in-person meetings, teleconferences or online meetings will be scheduled as required.

## **RESOURCES**

This committee is supported by in-kind contributions from members, for example:

- Members are responsible for their own travel and accommodation expenses.
- Meeting space is provided on a rotating basis by Steering Committee members.
- Secretariat support is provided by NBATC Coordinator
- Operations are financially supported by members of the coalition.

Current funders: Department of Health: Public Health NB and NB Medical Society