

## **HOC Standing Committee on Psychoactive Substances**

### **Terms of Reference**

#### **Purpose:**

To coordinate and prioritize HOC activities regarding psychoactive substances (includes alcohol, tobacco, legal, and illegal psychoactive substances).

This will include but not be limited to:

- Proposing policy changes to HOC for further action.
- Representing HOC in related committees or organizations.
- Developing materials such as letters, discussion papers, and presentations for HOC.
- Keeping aware of new developments related to psychoactive substances and communicating these to HOC.
- Advising on research priorities.
- Linking with mental health, cancer, injury, child and youth health, and other initiatives as they relate to psychoactive substances.

#### **Reporting:**

This committee reports to HOC as a whole.

#### **Membership:**

HOC members and others as invited by the committee.

Corresponding members (those who cannot participate but are interested in keeping informed of committee activities) are welcome.

#### **Decision Making:**

Will be by consensus.

#### **Organization:**

The committee will select a chair and recorder.

These positions will be reviewed annually.

Subcommittees may be established for specific tasks or on an ongoing basis.

#### **Meetings:**

Meetings will be usually held by teleconference, although face-to-face meetings will be occasionally arranged.

The committee will determine meeting frequency and duration.

Members will be responsible for their own expenses.

**Date:** Approved April 13, 2006