

Mental Health Week 2026 Steering Committee Terms of Reference

Purpose

To provide guidance, advice and contribute ideas and expertise relating to the launch, promotion and marketing campaign for the 2026 Mental Health Week (MHW) in Tasmania, coordinated by the Mental Health Council of Tasmania (MHCT).

The dates for MHW in Tasmania are Saturday 3 October through Sunday 11 October 2026 (inclusive).

Role and function of the Steering Committee

The Steering Committee will meet twice in the period prior to MHW to consider and make collective decisions on aspects of the project's strategy and implementation, including but not limited to:

- Mental Health Week launch activities
- Mental Health Week media campaign (traditional and social media)
- Other MHW Promotional Resources and Printed Collateral
- Championing MHW within your organisation and community

Membership

The Steering Committee is open to and may include, but is not limited to, the Communications team staff from MHCT, key stakeholders, MHCT Member organisation representatives who express interest, individuals who have an interest in MHW but work in a related community sector (education, community services, local government) and lived experience/carer and consumer representatives.

Steering Committee Member appointment

MHCT will promote the opportunity and invite and appoint Committee membership from a range of stakeholders, with the aim of representing a variety of demographics and geographics. Membership on the Steering Committee will be for the period of May through to end of October 2026 (inclusive).

Steering Committee Member roles

The Mental Health Week Steering Committee (MHWSC) will be chaired by the MHCT Communications Officer. Committee Members are responsible for:

- Participating in the business of the meeting, including each agenda item
- Reviewing minutes from previous meetings
- Participating fully in the discussions at each meeting
- Collaborating, seeking consensus within the Committee around strategies and activities
- Contributing ideas and advice as required



Steering Committee meeting times and venue

Two meetings to be held during 2026 – the first in mid-May, the second in July. Specific dates are to be determined based on the best availability of all participants (a poll will be sent out to help determine dates). Meeting timing is approximately 45 minutes.

Meetings will take place online via Microsoft Teams. If Teams is not suitable for any participants arrangements can be made to attend in person at the Mental Health Council of Tasmania's office (Level 6, 39 Murray Street, Hobart).

Steering Committee Support

MHCT will provide meeting agendas and minutes, meeting login/venue details and all necessary other communications.

Steering Committee Meeting Protocol

- **Agenda:** To be circulated no later than one week prior before the meeting.
- **Minutes:** Minutes to be circulated following meeting, no later one week prior to the following meeting.
- **Additional Meeting Papers:** To be circulated with the agenda.

(Current as of April 2026)