

Mandatory Action Point 4:

Form a steering Committee of staff and students, chaired by a senior college/university/institute of technology official, that meet twice a year (minimum) and review the Action Plan annually.

1. Purpose

The objective of this toolkit is to:

- Outline the principle work of a Steering Committee
- Outline the process associated with forming a Steering Committee
- Outline the responsibilities and key tasks of your Steering Committee

2. Scope

The principle purpose of the Steering Committee is to provide guidance, direction and control to the Alcohol Action Plan. The Steering Committee ensures that structures for the Action Plan development and implementation are in place. It should possess equality in decision making and the ability to act impartially to do the best with the resources it has available. It is the role of the Steering Committee to act as the ultimate decision maker by making final and sometimes difficult decisions.

3. Procedure

1. The Steering Committee must consist of both student and staff representation.
 - You may recruit Steering Committee members from academic and administrative department members who possess an interest in reducing the burden of excessive alcohol consumption in your college/university/institute of technology.
2. The Steering Committee must be chaired by a senior college official.
3. The Steering Committee must have a member of the Gardaí, a member of the local council and a member of the Local Drugs and Alcohol Task Force as committee members.
4. All members of the Steering Committee should agree on the Memorandum of Understanding.
5. The Steering Committee must meet a minimum of twice a year.
6. Once in place the Steering Committee must;
 - Review the REACT Alcohol Action Plan annually.
 - Meet a minimum of twice a year.
 - Develop and maintain project vision and goals.
 - Agree and review a budget to manage costs for introducing the Action Plan.
 - Review and officially create the college/university/institute of technology Alcohol Policy.
 - Communicate and consult with the stakeholders (students, staff).