

Wellness committee – structure and expectations

Keys to success

Defined roles and responsibilities

General roles and responsibilities of all committee members

- Be a voice of support for a culture of health, carrying the message from the wellness committee to work areas and colleagues
- Represent your peer group by sharing ideas, needs, concerns and feedback from work areas and colleagues about proposed strategies, policies and programs
- Regularly attend wellness committee meetings
- Complete homework assignments
- Take an active role in fulfilling tasks on the Implementation Plan, where needed
- Provide feedback on the possible barriers to proposed strategies and offer suggestions for addressing those barriers (e.g., how does a proposed policy fit with the schedules of employees?)
- Suggest effective communication strategies and solutions to challenges. For example, what is the best way to communicate with employees who work the third shift? How will employees react to a proposed message from leadership?
- Help with special promotional needs, when needed (announcement at team meetings, placement of posters, table-tents, etc.)

Proposed meeting structure

Meet on company time, every other month / Determine later whether to move to quarterly meetings

Special roles	Committee member(s)
Leadership sponsor	
Facilitator (may be the Chairperson)	
Minute taker for meetings	
Time keeper for meetings	
Communications lead	
Other:	

Ground rules for meetings

1. Be on time for meetings
2. Be an active participant during meetings
3. Treat each other as equals
4. Give each person the opportunity to be heard - Beware of monopolizing the discussion
5. Avoid interrupting when another is talking
6. Recognize that sometimes it is necessary to compromise

Planned upcoming meeting dates

<1st Tuesday of the month from 1 to 3 PM>

Composition, terms and term limits

- The committee has eight to 14 individuals, representing as many areas of the organization as possible
- Members are volunteers (serving with permission of their manager)
- Length of commitment is two years (rotating schedule)
- Initial term length may vary in order to establish a rotating cycle
- Members may serve up to two consecutive terms
- Early termination of commitment: Chairperson may appoint another employee to complete a vacated term

Wellness committee: initial term assignments

Name	Department	Role	Term A	Term B
		General staff	<input type="checkbox"/>	<input type="checkbox"/>
		General staff	<input type="checkbox"/>	<input type="checkbox"/>
		Information systems	<input type="checkbox"/>	<input type="checkbox"/>
		Manager	<input type="checkbox"/>	<input type="checkbox"/>
		Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>
		Part-time employee	<input type="checkbox"/>	<input type="checkbox"/>
		Safety Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
		Support staff	<input type="checkbox"/>	<input type="checkbox"/>
		Union representative	<input type="checkbox"/>	<input type="checkbox"/>
		Executive/Leader sponsor	<input type="checkbox"/>	<input type="checkbox"/>
		Communications	<input type="checkbox"/>	<input type="checkbox"/>
		Chairperson / Human resources	<input type="checkbox"/>	<input type="checkbox"/>
		Other:	<input type="checkbox"/>	<input type="checkbox"/>
		Other:	<input type="checkbox"/>	<input type="checkbox"/>
		Additional member(s) of leadership	Ongoing/Meeting participation as schedule allows	

Term A Serves through December 31, 2014 / **Term B** Serves through December 31, 2015

Other notes: _____

