**(Organization Name)**

**(Name of Wellness Program or Committee)**

# **STATEMENT OF PURPOSE**

The (organization name)’s “(Name of Wellness Program or Committee)” seeks to develop activities and modify work environments and policies to support the health, morale, and general well-being of employees.

# **RESPONSIBILITIES**

Members of the wellness committee shall ensure that activities adhere to the purpose of the committee by promoting healthy behaviors within the workplace and creating health education opportunities and activities both during working hours and outside of the office. Committee members shall participate in monthly wellness committee meetings. Members shall assist in planning events, implementing wellness activities, and creating policies and a work environment that supports health and wellness. In addition, members shall work to implement communications to employees about wellness information and activities.

In addition, the Committee Chair shall conduct meetings, lead activities, set the agenda and provide the Executive Sponsor with monthly updates on committee activities. The Executive Sponsor shall act as a liaison between the committee and the Plan’s Executive Committee.

# **MEMBERSHIP**

The Committee shall consist of the following members:

* Executive Sponsor
* Committee Chair
* Secretary
* Treasurer
* Members

The Executive Sponsor, Committee Chair, and Secretary shall serve one year terms. At the end of their term, an alternate member will volunteer or be nominated to take their place. Committee members may remain on the committee for a maximum of three years at a time. The members of the Committee shall consist of one employee from each Department upon approval of that employee’s manager.

# **MEETINGS AND ACCOUNTABILITY**

The Committee meets face-to-face monthly for an hour to plan future activities, review past activities and discuss how to impact overall health and well-being of Plan employees. Committee members should plan for 1-3 hours each month to spend on the development and implementation of wellness activities. The Committee Chair will be allowed 4-6 hours a month to dedicate towards current and future wellness activities.

# **COMMUNICATIONS**

Minutes from each Committee meeting will be distributed to the Committee and saved on the Plan’s shared drive for all employees to access. In addition, Committee members will communicate health promotion news, articles, and upcoming events to each other and Plan employees via email, posted communication, at all-staff meetings, and other methods as determined by the Committee.

# **ANNUAL GOALS AND OBJECTIVES**

The Committee will take an annual worksite assessment to determine progress from previous years and to establish annual focus areas. After worksite assessment has been completed and focus areas have been determined, the Committee will develop annual goals and objectives to influence focus areas. These details will be combined to create an annual work plan. The annual work plan will be agreed upon by the Committee and presented by the Committee Chair and Executive Sponsor to the Plan’s Executive Committee. Progress towards these objectives will be included in the monthly meeting minutes and through a quarterly progress report to the Executive Committee.