

Wellness Committee Structure and Expectations

KEYS TO SUCCESS

The goal of a strong wellness committee is to start with representation from all parts of the organization to gain employee input. Be sure to provide committee members with clearly defined roles, a set term, and opportunities to be the voice of the wellness program in their respective areas. The following best practices will ensure committee success.

In smaller organizations (fewer than 100 employees) the best practice is to appoint two people to work as Co-Wellness Coordinators to share the responsibility and ensure that if one person leaves, there is still someone to carry on the work.

It's possible to ask individuals not on the committee to help out with special projects or events to help with workload and build interest in possible future wellness coordinator or committee members.

Define Committee Roles and Responsibilities

- 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.)

Roles: Recruit for Representation Throughout the Organization

Roles	Committee member
Leadership sponsor	0
Facilitator (may be the chairperson)	1
Minute taker for meetings	2
Timekeeper for meetings	
Communications lead	

WELLNESS COMMITTEE STRUCTURE

Roles	Committee member
Facilities	
Other	

Set a Consistent Meeting Structure and Schedule

Meet on work time and start with meeting every other month. Determine later whether to move to quarterly meetings. Set a regular day/time that all members can meet: for example: *1st Tuesday of the month, 1 to 3 PM*

Establish Meeting Ground Rules

Ask committee members to:

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

Wellness Committee Membership and Term Limits

Sample Rules:

- The committee has 6-14 individuals, representing as many diverse areas of the organization as possible including age, gender, ethnicity, etc
- Members are volunteers (serving with permission of their manager)
- Length of commitment is two years (rotating schedule)
- Initial term length may vary to establish a rotating cycle
- Members may serve up to two consecutive terms
- If a committee member can't carry out term: Chairperson may appoint another employee to complete a vacated term

WELLNESS COMMITTEE STRUCTURE

Wellness Committee Roster

	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"/>

Term A Serves through December 31, 2025 / **Term B** Serves through December 31, 2024

(Adapted from Blue Cross Blue Shield of Minnesota Healthy Worksites materials)

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12/1/2022

To obtain this information in a different format, call 651-201-5443

