

Wellness Committee

Experience and research show that wellness programs are the most successful (demonstrate positive outcomes) when they follow Best Practices. The Wellness Councils of America identify 6 key Best Practices:

- Capture leadership support
- Create cohesive wellness committee
- Collect data
- Craft operating plan and choose appropriate interventions
- Create a supportive environment (“culture of wellness”)
- Carefully evaluate outcomes

It Takes a Team...

Coming together is the beginning.

Keeping together is progress.

Working together is success.

Henry Ford



health
strategy

team work

wellness programs

leadership

Key Committee Roles and Responsibilities

- Champion the Wellness Program- you are the “feet on the street”- the most visible and accessible members of the wellness program.
 - Be role models with personal health choices- you don’t have to be perfect, but you are trying!
 - Be role models by participating in Wellness activities
 - Motivate and encourage others to engage in Wellness activities
 - Support direct reports by giving them time off to participate whenever possible
 - Help to give recognition to Wellness participants, especially those who demonstrate great efforts and successes
 - Be active committee members, and involved in the decision making process
 - Demonstrate pride in being an integral member of the Wellness program
- Advocate for wellness policies that promote healthy behaviors, and supportive environments that foster emotional well being and life balance
- Help drive the planning, promotion and implementation of the program
 - Understands and communicates viewpoints from both management and labor
 - Determine which activities to offer; when; and where
 - Understands and communicates the realities of what the town’s resources are and help choose key resources
 - Determine the best ways to reach target audience (email, posters, fliers) and support MIIA in such promotion
 - Determine the best locations to post materials
 - Identify departmental meetings in which to promote programming
 - Help with set up, coordination of and break down of events where applicable

Keys to Success

- Regular meetings
- Clear agendas
- Keep meeting minutes

Chairperson Roles and Responsibilities

Overall:

- Responsible for management of team and overall process
- Sees that the committee develops a common view of its purposes and shared responsibility for leadership.
- Plays the role of facilitator and guide
- Encourages team members

Before/after meetings:

- Consults with the MIIA Wellness team on all business to be discussed at meetings, and reviews
- Supervises and prepares the agenda for the meeting (with assistance from the MIIA Wellness team)
- Designates a person to keep minutes
- Ensures that all materials that should accompany the agenda and minutes are sent out to committee
- Works with the MIIA Wellness team to ensure that tasks that were to be completed between meetings were in fact completed

During meetings:

- Opens the meeting
- Conducts the business according to the order of the agenda unless it is altered with the consent of the committee
- Addresses who is to speak
- Puts everyone at ease and makes sure that all members have a say
- Maintains a reasonable, calm and friendly atmosphere
- Confines discussion to the item actually before the meeting and sees to it that it is dealt with and settled before passing on to the next
- Allows free and, if necessary, formal debate
- Gives all those wishing to speak an opportunity to do so and allows no private discussion or personal matter to be introduced in a negative way
- Closes the meeting when all matters are attended to