

# Wellness Committee Charter

## Introduction

[COMPANY] is proud to offer voluntary programs and services to its employees through [NAME OF WELLNESS PROGRAM]. With an array of wellness opportunities, we encourage our workforce to make conscious choices to impact their wellbeing, health and safety. Through the guidance and diligence of the Wellness Committee, our mission is to offer an impactful program that meets the needs of our employees, while doing our best to preventatively impact health care costs and the livelihood of those servicing [COMPANY]. Our expectation is to maintain an operational committee that provides structure, hosts ongoing planning meetings, maintains our relationships with our medical plan representatives, wellness partners and broker, proposes new ideas, increases employee engagement in programming and provides feedback to [COMPANY] leadership to gain support for workplace wellness initiatives.

## Purpose

The Wellness Committee shall serve as platform for analyzing the current program and planning and executing current and future wellness initiatives. With the guidance of our medical plan representatives and broker partner, the committee is equipped to make informed choices. The committee members, led by a Committee Chairperson, will propose and carry out the mission of [COMPANY] regarding wellness and population health. Members will evaluate and advise HR leadership in the refinement of existing wellness offerings and development of new wellness program offerings. The committee will align with Human Resources on an ongoing basis and periodically solicit feedback from stakeholders, including employees. The Wellness Committee offers an avenue through which employees can communicate their feedback and ideas. Ultimately, healthier employees invested in their well-being mean a healthier workplace.

## Membership

- The Wellness Committee Chair is appointed by the [INSERT POSITION].
- The Wellness Committee membership shall be composed of at least [insert #] members, from a diverse selection of departments including, but not limited to: [LIST DEPARTMENTS HERE]
- Wellness Committee seats will be filled by voluntary participants. When voluntary participants do not come forward, members will be selected by the Wellness Committee Chair.
- Committee members must serve for a minimum one-year term, and we will fill the vacancy or replace the member at the conclusion of one's term. Members may remain on the committee on an ongoing basis if desired.
- The [INSERT POSITION] reserves the right to change the committee structure.

## Qualifications, Responsibilities, and Expectations of Members

- Members should be actively engaged partners, viewed as an informal leader and resource by their peers. While a member may bring health & wellness subject matter expertise to the Committee, it is not necessary to be considered for membership.

- Those selected to serve will be expected to:
  - Have a strong interest in understanding and enhancing the program;
  - Have decision-making ability as well as the ability to commit resources such as time and knowledge;
  - Take an evidence-based approach to understanding and advising on changes or additional initiatives to the program;
  - Understand the impact of decisions on the budget (wellness funds and overall);
  - Consider potential impact on health care costs and fairness and consideration for diversity and inclusion in the recommendations; and
  - Put personal preferences aside and provide suggestions based on the needs and interests of the broader employee base
  
- Members will serve as a liaison to other partners and their representative departments, communicating information as agreed to by the Committee.
  
- Meetings will be held [INSERT MEETING CADENCE], with additional meetings as needed based on the work of the Committee. To ensure a consistent and productive ongoing dialogue, members may not send substitutes.