



**Wellness Committee**  
**Formation Process & Action Plan**

*“Where Health Comes To Life”*



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**APPENDICES:**

- A: Wellness Committee Employee Interest Survey**
- B: Wellness Committee Action Plan**
- C: Wellness Committee Action Plan Example**
- D: Wellness Committee Annual Evaluation Form**

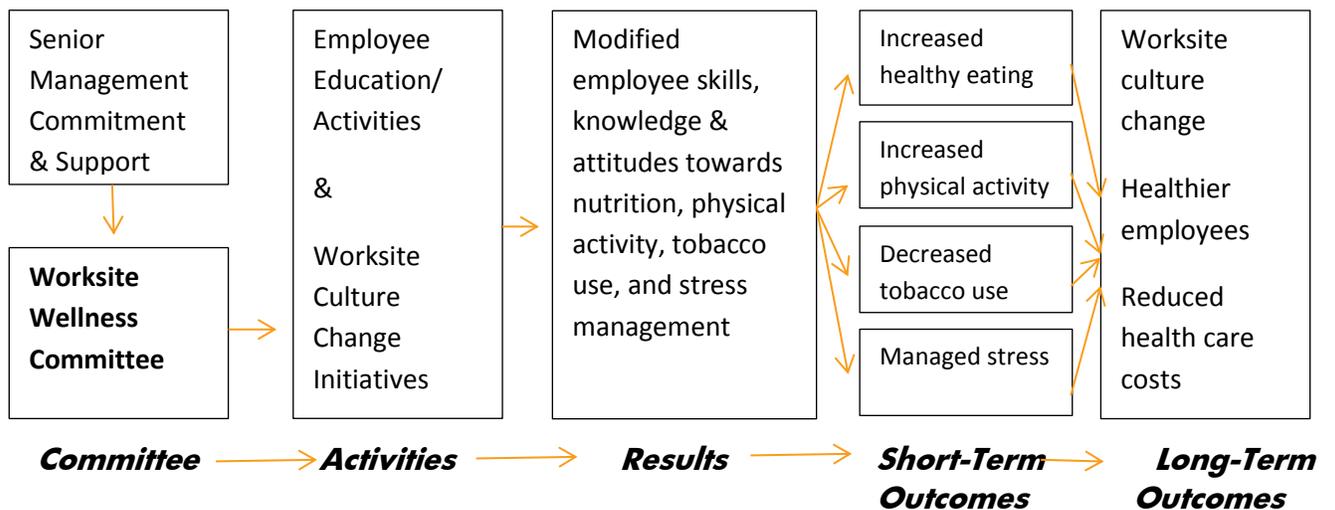


**I. Introduction / Purpose of a Wellness Committee:**

There are many reasons why a wellness committee is important and beneficial to the overall success of a corporate wellness program. With a solid wellness committee in place it will be much easier for an organization to ensure long-term success of the wellness program, by creating employee ownership, open communication within the organization, and obtaining diverse perspectives for idea generation and feedback.

**II. Worksite Wellness Program Model:**

A general structure of the wellness committee within the overall program design is as follows:



**III. Wellness Committee Objectives:**

- a. Creates and maintains open communication with committee members and employees
- b. Promotes participation in activities and initiatives
- c. Advocates healthy worksite culture change
- d. Coordinates and evaluates wellness activities and initiatives
- e. Serves as a leader/champion for wellness

**IV. 3 Primary Duties:**

- 1. Planning:** finding space for activities, organizing events/activities, obtaining employee recommendations and feedback, designing a year-long plan of wellness events.



- 2. Promoting:** Encouraging participants, organizing promotional strategies within the workplace, generating buzz and excitement about events and activities.
- 3. Helping to Run Programs:** Setting up equipment, helping to conduct activities, monitor and evaluate activities, acting as wellness mentors within the organization.

**V. A Year in the Life of a Wellness Committee Member:** Number of meetings per quarter is up to the organization availability and committee goals.

Steps 1 & 2	Step 3 & 4	Step 4 & 5	Step 6	Step 6	Step 7	Step 1 & 2
Identify Committee Members, Establish Committee, & Schedule Meeting	Mission Statement & Distribute Interest Surveys	Evaluate Surveys & Develop Action Plan of Activities & Initiatives	Implement, Update Program Progress & Plan	Implement, Update Program Progress & Plan	Complete Annual Evaluation of Program	Identify Committee Members REPEAT for upcoming Quarter 1
<b>Quarter 1</b>			<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	

**VI. Steps to a Successful Year in a wellness committee**

**Step #1 - Identify & Invite Committee Members:**

- a. *Number of Committee Members:* 4 to 12 depending on the size of the worksite and level of employee interest.
- b. *Variety:* Vary departments and levels of the organization: HR, IT, all levels of management, admin, support staff, remote employees.
- c. *Wellness-Minded (and non):* Not all members of the committee need to be/should be wellness-minded and health conscious. Many of the best ideas and support come from those who are less active or supportive of the overall wellness program.
- d. *Other Committees:* Identify what other committees exist that you would tap into, ex: safety committee
- e. *Supervisor approval:* all members should have approval from their supervisor for time and work needed for committee

**Step #2 - Establish the Committee & Schedule the first meeting**

- a. *Identify Committee Leader /Chairperson:* to coordinate meetings and agenda. This does NOT have to be the HR director or Orriant program administrator.



- b. *Meeting schedule:* It is recommended that you schedule the meetings regularly and far in advance – same place, day, and time. Example, 1<sup>st</sup> Tuesday of each month at 11:00am, in the main conference room.
- c. *Subsequent meetings:* Always make sure the next meeting is scheduled and confirmed during the current meeting.

**Step #3 - Develop a Mission Statement:** A mission statement helps the wellness committee stay focused and directed.

- a. Example #1: to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.
- b. Example #2: to provide opportunities to employees to develop a healthier lifestyle by supporting the adoption of habits and attitudes to contribute to positive well-being.
- c. Example #3: to integrate a positive health and wellness culture into the workplace, encourage habits of wellness, increase awareness of resources contributing to well-being, and inspire employees to take responsibility for their own health.

**Step #4 – Distribute and Evaluate Employee Interest Survey** (Appendix A) – Survey is used to determine interests, availability and needs of the overall population. Results are used by the wellness committee to create and implement an action plan, see Step #5.

**Step #5 - Complete a Wellness Committee Action Plan** (Appendix B & C): Guide wellness committee to utilize the Orriant annual health promotion plan, intermixed with culture change elements. Utilize feedback from the Employee Interest Survey to guide the activities. Make sure there are various activities/events/initiatives planned each quarter to keep excitement and engagement.

**Step #6 - Implement Wellness Action Plan** – carry out all action and steps in the wellness committee action plan (Appendix B). Assure different wellness committee members are assigned to the steps and accountable to complete and report back on the progress of the action.

**Step #7 - Complete Annual Evaluation of the Program** (Appendix D): Following the implementation and evaluation of events/activities/initiatives, review the overall program. This should be completed prior to the start of the next plan year, so the next wellness committee can have summary.

**REPEAT STEPS for next plan year**