

Employee Wellness Committee Charter & Responsibilities

Purpose: *(We will insert your Vision/ Mission here)*

Overall Committee Members Responsibilities

Term of Members:

Committee member term will be *(insert how long you would like a committee member to serve)*

Committee Members *(names and roles at the organization):*

Include representatives from each major division and all shifts within the organization when possible

Committee Meetings and Responsibilities:

Meetings will be held monthly for one hour and will be coordinated by the Employee Wellness Committee Leader and your BCBSVT Health & Wellness Consultant. The leader and consultant will collaborate to create the meeting agenda and distribute meeting minutes and action items. Meetings will take place on *(date/day during the month i.e. "second Tuesday of each month")* at *(location)* unless otherwise notified.

Responsibilities:

1. Employee Wellness Committee Leader is responsible for setting up committee meetings, providing the agenda and meeting minutes, and working with Human Resources and the Health & Wellness Program Consultant from BlueCross BlueShield of Vermont on program options.
2. Committee members are responsible for being wellness advocates throughout the organization, establishing reasonable goals and objectives, and adhering to the overall mission of the health and wellness committee.
3. Attend one-hour monthly Employee Wellness Committee meetings
4. Chair and co-chair health and wellness sub-committees, events and activities
5. Participate in health and wellness events and activities
6. Encourage and motivate employees to participate in health and wellness events and activities
7. Communicate health and wellness events and activities to your area
 - a. Hang flyers and posters in common area to keep employees informed
 - b. E-mail your area about upcoming health and wellness events and activities
 - c. Be the contact person in your area who employees can come to with suggestions or questions about health and wellness events and activities
8. Provide recommendations, such as new ideas and ways to enhance the wellness program
9. Bring employee concerns to the committee
10. Introduce yourself to new employees in your area and explain the Employee Wellness Committee.
11. Lead by example – Make healthy lifestyle choices