

committee roles and terms of reference

Sample wellness committee roles:

Role	Description
Chair	Builds agendas and facilitates meetings
Secretary	Records meeting minutes, sends communications between committee members and committees, as well as Wellness Program liaisons and third parties
Treasurer	Manages the funds and budget of the Wellness Program, updates committees regularly on finances
Communications	Creates and manages communication material, social media and promotion of events to employees and the community (when involved)
Steering Committee Representative	Represents the vision and interests of leadership in Wellness Committee initiatives
Working Committee Representative	Represents the vision and interests of all employee groups in Wellness Committee initiatives
Occupational Health and Safety Representative	Ensures health initiatives align with policies and procedures of the jurisdiction, and aids in developing new ones when necessary
School Wellness Champions or Area Representatives	Represents each school or area, involved in the brainstorming, planning and implementation of wellness initiatives

Terms of reference example

The following is a potential Terms of Reference document for a Wellness Program. It describes the purpose of a Wellness Program, the committees that are formed, and each committee's roles and scope within the project.

Terms of Reference – Steering Committee

1. Membership

- Representatives from the school jurisdiction leadership team such as the Superintendent, Associate Superintendent, school leaders and Human Resources

2. Mandate

The Steering Committee oversees the Wellness Program and ensures high level goals are met. This includes the following:

- Identify the initiatives and strategies needed to achieve the high level goals
- Provide high level direction and guidance to the Working Committee(s)
- Identify and monitor indicators of progress and report to respective stakeholders
- Share needs of the respective organizations and identify unique opportunities for collaboration

3. Stakeholders

Identify the stakeholders that will be both internal and external (if applicable).

Roles and responsibilities include the following:

- Participate in regularly scheduled update meetings which naturally occur at specific phases during the initiative or as needed.
- Review meeting notes from Working Committee(s).
- Act as a liaison with Working Committee(s).
- Provide regular updates to stakeholders.
- Quorum will be one member from each organization.

4. Guiding Principles

The following principles guide the Steering Committee in its work and in its decision-making:

The Wellness Program will be:

- Transformational work, requiring a long-term view and commitment to health
- An evolving and flexible process
- An opportunity to examine assumptions and beliefs
- Transparent

Collaboration:

- The school jurisdiction and ASEBP will be committed to collaborative learning and working.
- Involve all groups in the design and implementation. Achieving goals will require the contribution of everyone.
- Recognize a holistic definition of health, and that population health and environmental health are linked.
- Ensure the Committee work can be expedited.





Inclusion and Confidentiality:

- Consider using a pilot approach to work out logistics and build excitement and interest.
- Ensure diversity in the pilot groups selected.
- Include all leaders in the pilot, along with the selected sites.
- Include all geographic areas within the school jurisdiction in the program.
- Ensure the Wellness Program and health assessment participation is voluntary.
- Provide easy access to the health assessment for all.
- Stress the importance of confidentiality and privacy for individuals participating in the health assessment, and that data is only collected at an aggregate level.
- While the health assessment component focuses on individual health, recognize that there also needs to be a focus on health at a workplace and system level.

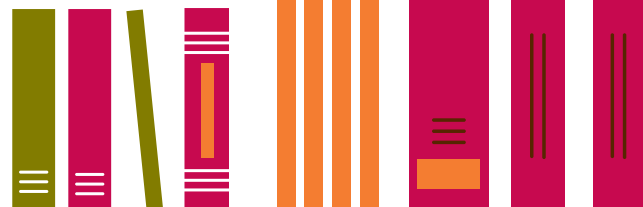
Communication:

- Ensure an awareness of other work being undertaken within each organization that is linked or connected with the collaborative work.
- Manage others' expectations.

Outcomes and Measures:

The following outcomes for a Wellness Program are anticipated if the goals are achieved:

- The culture will shift to one that embraces a healthy, balanced approach to work.
- There will be a positive impact on students and/or families as a result of increased health of individuals.
- Participants will be/become intentional about health.
- Individuals will have increased, accurate knowledge and access to tools to make healthier lifestyle choices and will adopt healthier practices.
- The health status of individuals will improve, positively impacting their quality of health today, tomorrow and into retirement years.
- The sustained commitment and focus on health by school jurisdictions will attract new employees and increase retention of existing employees.



Terms of Reference – Working Committee

1. Membership

Leader representatives from each staff group and representation from each of the geographic regions within the school jurisdiction form the membership of the Working Committee.

The following individuals may be included:

- Alberta Teachers' Association (ATA) local
- Support staff representative
- Non-certified staff representative
- Maintenance
- Administrator
- Board Trustee
- Executive leadership

In addition to the primary representative, each group will have an alternate identified to attend meetings in the absence of the primary committee member. Both primary members and alternates will attend the orientation meeting.

2. Mandate

The Working Committee coordinates the design and implementation of the health assessment component. This includes:

- Developing an engagement and implementation strategy for the health assessment component
- Evaluating the implementation strategy and modifying ongoing implementation
- Being a champion of the Wellness Program
- Determining a strategy to ensure ongoing and repeated use of the health assessment on an annual basis as applicable
- Providing regular updates on progress to the Steering Committee

3. Term

The term will be determined by Wellness Program goals. A two-year term is recommended. Year one consists of initial assessments and program design based on outcomes. Year two is a continuation of program initiatives and a follow-up assessment as a means to mark change.

4. Goals

To increase awareness of one's current health status at an individual level by:

- Achieving 75% participation among all eligible employees
- Achieving 100% of leadership representation (one leader from each site)
- Participation of 100% of sites
- Ensuring that 100% of new employees are aware and have the opportunity to participate
- Sustaining a focus on health at an individual and workplace level in all subsequent years

(Percentages provided are a suggested goal)

5. Reporting Relationships

- The Working Committee(s) report(s) to the Steering Committee.
- The Working Committee(s) provide(s) quarterly reports to the Steering Committee, along with meeting notes.



6. Guiding Principles

The following principles guide the Working Committee in its decision-making as it plans the health assessment phase:

- Commitment to share ideas and collaborate in learning
- Communication is multifaceted and transparent
- Ensure the assessment and program participation are voluntary
- Ensure confidentiality and privacy for individuals participating in the health assessment
- Reach all people; create an inclusive program with a customized implementation strategy for the school jurisdiction
- Commitment to make the program easily accessible
- Ensure a long-term view and commitment to health as the school jurisdiction is able to self-sustain a focus on healthy people, healthy workplaces
- Ensure that this program is embedded – not added
- Celebrate successes

Terms of Reference – Wellness Committee

1. Membership

A member from each school site will be elected as a Site Coordinator. One Site Coordinator from each geographical area will be the Regional Site Coordinator to represent their geographical area at regular meetings and report back to the Site Coordinators in their region.

2. Mandate

To coordinate the design, planning, implementation and sustainability of health programs and activities that support the Wellness Program for the school jurisdiction by liaising with site leaders and employee groups to:

- Design sustainable health engagement programs for the jurisdiction Wellness Program.
- Coordinate the engagement and implementation of health strategies across the school jurisdiction.
- Review progress and results to evaluate program effectiveness.
- Be a champion for the Wellness Program (role model enthusiasm with the intent to inspire involvement of others).
- Identify potential barriers and propose strategies to improve participation in the Wellness Program.

3. Wellness Program Goals

To provide information with the intent of building the knowledge and understanding needed to sustain healthy lifestyle changes:

- Identify and eliminate potential barriers to participation in the Wellness Program
- Track level of involvement and programs delivered
- Share this information with the Regional Site Coordinators and other Site Coordinators



Role descriptions example

Site Coordinator Role Description

BE A PART OF MAKING HEALTH HAPPEN!

- Position:** Wellness Program Site Coordinator
- Position Type:** Voluntary
- Duration:** October [YEAR] to June [YEAR] with opportunity for another year extension depending on availability and interest.
- Program:** The Wellness Program was established as a voluntary program to provide individuals with the opportunity to make health a priority at work. The program is a resource that enables people to improve their lifestyle health behaviours and sustain them over time. It also promotes and supports a focus on health in the workplace through various health programs coordinated by each site.
- Role:** Your role as a Site Coordinator is to help make health happen in your workplace. You will take a lead role in promoting and encouraging a focus on health in specific areas of healthy eating, fitness and emotional health. You will also involve others and encourage them to take the lead for implementing specific activities. This includes:
- Gathering ideas from your colleagues about health activities that maximize the involvement of many people
 - Designing or helping to design health activities with/for your colleagues
 - Promoting activities and engaging others in taking on this role for specific activities
 - Being a champion of the Wellness Program at your site by displaying enthusiasm and intent to inspire the involvement of others
 - Identifying and eliminating potential barriers to participation in the Wellness Program
 - Tracking level of involvement and programs delivered
 - Sharing this information with the Regional Site Coordinators and other Site Coordinators



Responsibilities:

THE CREATIVE PART

- In consultation with other staff members, gather health and activity ideas.
- In consultation with colleagues, develop a proposed activity timeframe/ calendar for the year.
- Liaise with other Site Coordinators to share ideas and activities.

THE DETAILED PART

- Coordinate and process a sign-up sheet for proposed health activities.
- Develop materials to support the health activity or events including volunteer coordination, teams, rule sheet, information handout, etc.
- Provide regular updates to other Site Coordinators.
- Keep a record of participation statistics for all activities.

THE COMMUNICATING PART

- Ensure everyone at your site is aware of the activities to boost awareness and participation. For example, use posters, wallet cards, sign-up sheets, email and other creative ideas.
- Help identify incentives for participation in health activities (may be tangible or intangible incentives)

Time Commitment: On average, two hours per week

Applying for the Position

Only applicants that want to experience the gratitude of making a difference in the health of people and the health of the workplace, and have fun while doing it, need apply.

For further information, please contact any member of the Working Committee.