

WORKSITE WELLNESS COMMITTEE BYLAWS & EXPECTATIONS

Vision

To shape employees' knowledge, attitudes and behaviors surrounding wellness

Mission Statement

To foster employee behavior change through wellness education, creating healthier environments and encouraging employees through programmatic efforts

Guiding Principles

The committee will keep informed of current trends and best practices in worksite wellness programs. The Worksite Wellness Committee will strive to follow recommendations from the Wellness Councils of America (WELCOA) for program planning through the utilization of WELCOA's Seven Benchmarks:

1. Capturing CEO Support
2. Creating Cohesive Wellness Teams
3. Collecting Data To Drive Health Efforts
4. Carefully Crafting An Operating Plan
5. Choosing Appropriate Interventions
6. Creating A Supportive Environment
7. Carefully Evaluating Outcomes

Committee Members

The committee will have no fewer than seven members at a time. Standing committee members include:

- Director of Nutrition Services
- Director of Finance
- Wellness Specialist
- Administrative Dietitian
- Benefits Technician
- Risk Management Specialist
- Benefits Broker

Additional members will be added to the committee at the discretion of the committee and the district's Superintendent. These members will serve a two-year term with the option to renew their memberships. The process for adding committee members is:

1. Interested employees complete the committee application and send it to the Wellness Specialist
2. The Worksite Wellness Committee reviews applications and offers its recommendations to the district's Superintendent
3. The Superintendent appoints approved committee members

If a member finds it necessary to resign from the committee, he/she is encouraged to remain until a replacement can be selected and to provide as much notice as possible.

Duties of the Wellness Specialist/Chair

- Schedule regular committee meetings
- Develop written agendas for conducting meeting
- Conduct the committee meeting
- Approve committee correspondence and reports
- Develop the meeting minutes
- Research best practices and guidelines for worksite wellness programs
- Oversee learning plan and education opportunities for committee members
- Develops and maintains the Worksite Wellness Operating Plan

Duties of Members

The Worksite Wellness Committee meets at least once per month to plan, implement, monitor, and evaluate the district's employee wellness program. Members are expected to participate in planning events and programs, assist at the events, assist in the maintenance of the Operating Plan, and help in planning the budget for the committee.

Members of the committee will keep informed of trends and best practices in worksite wellness programs through the learning plan developed by the Wellness Specialist/Chair. Committee members will complete the minimum number of educational opportunities as outlined in the Worksite Wellness Committee Learning Plan. Members will utilize this education when making recommendations to the committee.

In addition, regular attendance is vital to the purposes of the committee. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences may be considered an abdication of the appointment, and may be grounds for terminating a member's appointment at the discretion of the Wellness Specialist, with the recommendation of the committee.

Membership on the committee is on a voluntary basis.

Meetings

Monthly schedule. The committee will meet no less than once per month, except over summer break.

Attendance. Each member will attend regularly-scheduled committee meetings and participate in worksite wellness programs. Any member unable to attend a meeting or other committee event will inform the Wellness Specialist/Chair before the meeting or event.

Agenda. The agenda will state the order in which the committee conducts its business. Any member wishing to include an item on the agenda has the responsibility to draft and present the agenda item to the Wellness Specialist/Chair for approval and inclusion.

Minutes. Minutes will be recorded at each committee meeting and be distributed by email to all members. All reports, evaluations, and recommendations of the committee will be included in the minutes, as well as a task list for each the members. The minutes will also serve as documentation of which committee members were in attendance.

Bylaws

These bylaws will guide the committee. Should the bylaws need to be amended, it will be done so by the Wellness Specialist, with recommendations from the committee.