

Put Wellness to Work in Kansas

Establish a wellness committee

HealthyOptionsSM

A well functioning committee is critical for building organizational support and getting the work done. Program participation will be much higher when a diverse group of employees are involved in program planning and delivery. Generally, wellness committees meet once a month.

The responsibilities of the wellness committee might include:

- Evaluate current programs, practices and policies that relate to wellness at your worksite
- Assess employee needs and interests
- Develop a wellness program plan, including a vision statement, goals and objectives
- Assist in designing, delivering and evaluating wellness activities

Committee membership

- Start by inviting specific individuals or ask for volunteers. You could send an email, a written invitation, a general call for volunteers or speak to them in-person. Many organizations use an all-employee needs and interests survey to also recruit for wellness committee members.
- Make sure there will be representation from all levels of employees and from several departments, shifts and locations, if possible. If you have employees who are union members, it's helpful to include union representatives. Having good representation from all areas of the company gives employees more input in the plans.

- Consider gender, age and varying interests in health. You will want ideas from everyone and to know how to reach even those employees who might not seem interested at the start.
- Identify a committee secretary who will take minutes and attendance. Be sure they capture action items and those responsible for completion, with deadlines. The secretary will need to send the notes to the entire team after each meeting. This can be a rotating role.
- We suggest you consider a committee of the following size:

Fewer than 300 employees:

3 to 8 committee members

300 to 1,000 employees:

8 to 12 committee members

1,001 or more employees:

12 to 15 committee members



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To be most effective, consider:

- Appointing or assigning some committee members instead of just asking or relying on volunteers.
- Setting a schedule for committee tenure and for selecting new members in order to create turnover and get fresh ideas.
- Recruiting people who are influencers within their peer group.
- Developing accountability for all committee members and their role(s) on the wellness committee. A 'best practice' is to add this duty to position descriptions.
 - Determine if employees will be able to attend committee meetings and activities on paid time. Consider getting supervisors and human resources staff involved in order to get support and commitment.



Possible activities and responsibilities of the committee members

- 1 Attend and participate in all wellness committee meetings. Be proactive and contribute ideas for strategies.
- 2 Help select activities, challenges and campaigns for the year.
- 3 Propose ideas for incentives to offer.
- 4 Promote and participate in program activities; distribute promotional materials.
- 5 Be a resource – answer questions about the program.
- 6 Assist with program assessments and surveys.

- 7 Be aware of available resources and share information and materials with employees.
- 8 Connect with and join a community health or worksite wellness coalition.
- 9 Be alert for opportunities to connect with other groups in your sector or community that are implementing wellness programming.

Resources for each committee member

- Roster and membership list, including roles and responsibilities.
- Agenda and meeting minutes.
- Copy of program assessment and surveys, as completed.

Sample scenario: Meeting #1

Discuss committee purpose, core values and goals

Tasks:

- Identify a committee and wellness program name.
- Develop mission, vision and purpose statements.

Review and discuss committee roster, roles and responsibilities

- Identify a committee chairperson and a committee secretary.
- Define committee member roles.

Review and discuss employee survey tool

- Identify time, location and method of distribution.
- Identify promotion strategies and highlight management support.
- Define methods for collection, analysis and reporting or results.

Create a meeting calendar

- Plan to meet monthly, if possible.

Assign action steps

- What still needs to be completed?
- Who is responsible for the work?

Sample scenario: Meeting #2

Track meetings

- Have the secretary provide previous meeting notes for the committee to approve.

Updates

- Committee members provide updates on the action items for which they were responsible.

Review and discuss program assessment tool

- Have committee members familiarize themselves with the tool.
- Use tool to guide future efforts in creating action steps.

Develop a timeline

- Use the survey and program assessment tools and committee discussion to develop a timeline for creating a comprehensive worksite wellness foundation.

Assign action steps

- What still needs to be completed?
- Who is responsible for the work?

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