



Sample Worksite Wellness Committee Charter

Mission statement

To support the health and productivity of all [company name] employees.

Operating principles

The [name of wellness program or committee] commits to using the following framework in order to develop a sustainable, results-oriented wellness program:

1. Develop structure – Leadership, infrastructure and culture
2. Gather information – Use data to drive programming
3. Develop a program plan – Ensure that programs match needs
4. Implementing a program – Ensure that programs are carried out
5. Conducting evaluations and measuring results

The [name of wellness program or committee] will use a proactive approach to supporting employee health, with responsibility shared between employees and the company.

Fundamental structure

- Participation in the [name of wellness program or committee] is considered part of work duties, and is supported by supervisor(s)
- Broad representation across [company name] departments, shifts and locations
- Broad knowledge base among team members with a strong commitment to employee health

- Regular reporting of results to senior management
- Commitment to engage employees in the identification, design and development of health related initiatives
- Minimum number of five team members should be maintained

Functional roles

Chair – The chairperson shall serve as the administrator, presiding at all meetings of the members and shall be responsible for meeting arrangements, agendas and notices. The chairperson shall have the right to vote at such meetings. The chairperson shall also perform such other duties as the team shall specify, including representation of the [name of wellness program or committee] at outside meetings.

Vice Chair – The vice chairperson shall perform the duties of the chairperson in the absence of or at the request of the chairperson and such other duties as may be assigned by the chairperson, which may include serving as spokesperson representing the [name of wellness program or committee] before the public.

Secretary – The secretary shall keep an accurate record of the decisions, votes and actions with responsibilities noted, shall give notice of all meetings of the team, and shall perform such other duties as the chairperson from time to time shall prescribe.



Treasurer – The treasurer shall be responsible for the oversight of the [name of wellness program or committee] team budget held by the finance department and will report on the financial status of the team at each meeting. It is preferable for this role to be filled by a representative from the finance division.

Expectations of all officers

- All officers shall serve for a term of one year, but may be elected to the same or different office to serve additional terms. Terms begin on Jan. 1.
- Officers shall serve no more than three years in any one or combined roles.
- Any member, including officers, may be dismissed by majority approval of the [name of wellness program or committee].
- Treat team members with dignity and respect.

Succession planning

Officers shall nominate candidates to ensure continuous fulfillment of officer roles.

Expectations of team members

- Serve a one year term on the committee. Terms begin on the date of the first meeting attended. (Team members are allowed/encouraged to serve additional terms.)
- Play an active role, including participation in at least one sub-committee.
- Treat team members with dignity and respect.

Team communication

- Regular meetings: The team shall meet on a monthly basis.
- Ongoing communication: In between monthly meetings, the team will communicate via email, phone or face-to-face.
- Sub-committees will provide regular updates to the wellness team.

Decision-making procedures

We adhere to the view that the “many are smarter than the few” and solicit a broad base of views before reaching any decision. For a motion to carry, it must have the support of a majority of the voting members (50%+1). Voting may be obtained through face-to-face or electronic means, provided that all members have an opportunity for discussion.

Wellness team committees

Each of the following committees will have a chair, as indicated. In cases where a chair cannot fulfill duties, said chair or nominating committee will be responsible for find a replacement.

Activities subcommittee: Activities chair

Nominating committee: Worksite health team chair

Workplan subcommittee: Workplan chair

Budget subcommittee: Treasurer

Wellness basket committee: Wellness basket chair

Adapted from CDC Worksite Health 101 Training. Available at:
<https://www.cdc.gov/workplacehealthpromotion/tools-resources/training/materials.html>

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