**First Meeting Agenda (Basic)**

[Company Logo]

**Workplace Wellness Committee Meeting**

**FACILITATOR VERSION**

Workplace Name:

Date:

Time:

**AGENDA**

**Call Meeting to Order**

* The employee convening the meeting should ask for a volunteer to record the minutes of the meeting.

**Introductions** – Committee Members

* Each employee introduces him/herself and shares: name, department and favorite fruit or vegetable (or other health-related 'ice breaker').
* Pass around a paper for everyone to sign, including email address and phone number.

**Committee Name**

* Select a name for the workplace wellness committee—it can be serious or fun!

**Vision Statement**

* The vision statement should be a global expression of what the wellness committee wants to accomplish.
* Examples:
  + The vision of [name of workplace] Wellness Committee is to establish and maintain a workplace that encourages environmental and social support for a healthy lifestyle.
  + Because employees spend 40 hours a week at work, it is important the workplace be a healthy place to work. It is the mission of the [name of workplace] Wellness Committee to work toward implementing policies that support a healthy workplace and healthy employees.

**Committee Chairperson and Secretary Selection**

* Select the wellness committee chairperson and secretary.
* This can be anyone!
* The chairperson is responsible for conducting meetings and handling any administrative paperwork, as well as, coordinating employee program activities with the help of the volunteer coordinator.
* The secretary is responsible for tracking attendance (if recorded), taking minutes of each meeting and distributing the minutes to committee members. Minutes should note any follow-up needed or assignments for committee member, complete with due dates.

**Define roles for committee members**

* Each committee member should sign up for a role or title
* Examples of roles include: communications and marketing, physical activity program coordinator, tobacco policy chair, healthy vending leader, etc.

**Employee Interest Survey** *(survey included in toolkit)*

* + Review the Employee Interest Survey with committee. Determine if the survey needs to be revised to include or remove questions that are most relevant to your workplace.
  + Brainstorm strategies on how to reach the majority of employees
  + Decide which person will send out and collect the survey, how everyone will promote the survey, and who will calculate the results and report back to the group at the next meeting.

**Management Support Strategies**

* + Review the Management Support documents from the toolkit with committee.
  + Determine ways to include management in committee activities and programs
  + Determine who will describe committee activities to management and request that management send a letter of support to employees and/or sign the general wellness statement.

**Schedule Future Meetings**

* It is recommended that the committee members schedule the future five meetings at this point. The second meeting should be scheduled within one month of the first meeting.

**Adjourn**

* The chairperson will send a meeting reminder notice to all members at least one week prior to the next meeting. Minutes from this meeting can be included in that reminder.

Adapted from the University of Washington, Health Promotion Research Center HealthLinks Toolkit. Available at: <https://depts.washington.edu/hprc/healthlinks-training-resources/toolkits-and-other-resources/9-wellness-committee-1st-meeting/>