# First Wellness Committee Meeting Notes Sample

**Directions**: This checklist can help you stay organized as you create your Wellness Committee. Customize the information in each step by adding names and information specific to your organization.

* Identify a committee name. Name:
* Define the vision statement/purpose:
* Identify a committee chairperson. Chairperson:
* Identify a committee secretary. Secretary:
* Define committee member roles:

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Department** | **Title or Role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Discuss Employee Interest Survey and how to reach most employees, how to promote the survey time and location, and appoint who will lead efforts:

Survey time and location:

Promotion:

Strategies:

 Distribute and Collect survey:

 Analyze and report back to committee:

* Management Support Strategies:

* Plan the schedule (date/time) for committee meetings in advance:

Committee Meeting 1:

Committee Meeting 2:

Committee Meeting 3:

Committee Meeting 4:

Committee Meeting 5:

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/>