

FedStrive Wellness Committee Startup

A wellness committee is a team of employees, representing all organizational levels, who formally meet on a regular basis to plan activities to promote good health and well-being for their fellow workers and for their organization.

Identifying Committee Members

- Between 4-12 committee members is recommended, depending on the size of your location.
- Include members from human resources, information systems, all levels of management, administrative and support staff.
- Obtain approval from each committee member's supervisor for them to devote their time and work to the wellness committee.

Getting Started: Select a time, date and place that is convenient for all members

- Allow 2 hours for the initial meeting.
- Establish a convening person to orchestrate the meeting and set the location, time, as well as the meeting agenda.

First Meeting: Establishing the Committee

- Identify a wellness committee chairperson and program coordinator.
- Select a name for the committee and develop a mission statement.
- Develop a communication plan to announce the program/activities to employees.
- Conduct a Policy and Environmental Survey (that will be reviewed during the next meeting).
- Introduce the concepts of a Wellness Committee Action Plan and Employee Interest Survey.

Second Meeting: Obtaining Employee Opinions

- Outline a plan to distribute and collect the Employee Interest Survey.
- Review results from the Policy and Environmental Survey.
- Identify funding sources to pay for incentives and materials (if applicable).
- Discuss current and potential worksite policy for wellness activities.

Third Meeting: Developing an Action Plan

- Review results from the Employee Interest Survey.

- Identify short-term and long-term goals, based on results of the Employee Interest Survey and the Policy and Environmental Survey.
- Create an Action Plan for your worksite wellness program.

Fourth Meeting: Updating Program Progress

- Assess progress made in achieving Action Plan objectives.
- Change or revise Action Plan if needed.
- Determine if new or additional strategies and steps should be initiated.

Fifth Meeting: Updating Program Progress

- Assess progress made in achieving the Action Plan objectives.
- Change or revise Action Plan if needed.
- Determine if new or additional strategies and steps should be initiated.
- Decide on the overall worksite wellness program Evaluation Plan.

Year End Meeting: Evaluating Committee Activities

- Complete Year-End Evaluation Summary
 - Evaluate the Worksite wellness program using the:
 1. Action Plan Results/Outcomes
 2. Employee Satisfaction Survey
 3. Policy and Environmental Survey (repeat)
 - Provide recommendations from the committee for the following year or years.
- Schedule the worksite wellness committee's first meeting for the upcoming year.

