



## Roles and Expectations of the Wellness Committee, Committee Chair and Wellness Manager

The primary purpose of the Wellness Committee is to support the Employee Wellness Mission, **to help employees achieve optimal well-being so they can enhance their quality of life and better serve patients**. The following roles and expectations provide details regarding the purpose of the Wellness Committee, guidelines for how the committee can be organized and how the wellness manager will work with the committee.

**Wellness Committee Purpose:** To support Employee Wellness by providing feedback, advice and ideas on how to meet the health and wellness needs of Cleveland Clinic employees. Committee members will serve as the liaison between employees and Employee Wellness to communicate all initiatives, promote employee wellness programs and develop and implement wellness activities for employees. Five to 12 members on the committee are recommended.

### Committee Responsibility:

1. Implement at least 3 wellness initiatives per year

#### **Recommended guidelines for wellness initiatives:**

- Initiatives can relate to one of the following areas:
  - Building relationships with co-workers, family and friends
  - Career development/continued learning
  - Emotional well-being
  - Fitness/physical activity
  - Nutrition
  - Quit smoking
  - Spiritual well-being
  - Stress management
  - Weight control
  - Work and home life balance
- Initiatives should be safe, healthy and engaging
- Initiatives can piggyback on existing programs (i.e. START! or other national or local health promotions)
- Initiatives should have a well defined purpose or goal
- Initiatives should have a measurable outcome (i.e. number of participants, miles walked, weight lost, etc.)

#### Member Responsibilities:

1. Embrace the Employee Wellness Mission
2. Serve on the committee for a minimum of 12 months. Membership should be staggered so that all members are not replaced at the same time.
3. Attend Wellness Committee meetings
4. Actively promote and encourage participation in Employee Wellness programs and initiatives (i.e. health risk assessment, distribution of flyers, inclusion in department newsletters and publications, etc.)
5. Work with employee wellness marketing manager or use flyer templates to develop appropriate marketing materials for wellness initiatives
6. Solicit ideas, feedback, perceptions from employees and share with Employee Wellness Manager
7. Share relevant information obtained from wellness committee meetings with pertinent employees in department/division so that information trickles down to all employee levels
8. Volunteer for employee wellness programs when needed or when asked

Wellness Chair Purpose: To insure that Wellness Committees receive all information regarding Employee Wellness programs; lead the Wellness Committee on the development of wellness initiatives; and serve as an advisor to the Employee Wellness manager on wellness program development, execution and enhancement.

#### Wellness Chair Responsibilities:

1. Serve as committee Chair for a minimum of 12 months
2. Embrace the Employee Wellness Mission
3. Recruit members for Wellness Committee. Committees should reflect the cultural, educational and occupational diversity of the division/department that it represents. Five to 12 members on the committee are recommended.
4. Insure that committees are active and engaged in wellness programs
5. Attend monthly committee Chair conference calls or face-to-face meetings or arrange for a stand-in
6. Share ideas/committee accomplishments during committee Chair meetings or via e-mail or phone to your assigned Wellness Manager. Ideas and accomplishments can also be posted on SharePoint.
7. Serve as the primary point of contact for all Employee Wellness communication (for employee wellness team and employees)
8. Share relevant information obtained from meetings with wellness committee and with pertinent employees in department/division (insure that information trickles down to employee level)
9. Distribute all flyers and promotional material for Employee Wellness events and activities to members of wellness committees and to employees in department/division
10. Schedule and facilitate regular committee meetings (recommend at least monthly)
11. Establish an agenda for committee meetings
12. Oversee the planning and execution of required committee wellness initiatives
13. Work with employee wellness marketing manager or use flyer templates to develop appropriate marketing materials for wellness initiatives
14. Secure space and video conference equipment for Wellness Grand Rounds (applies to community hospitals and FHCs)
15. Help to find a successor when term is complete

Wellness Manager Purpose: To insure that committees and committee leaders have the information, resources and support to carry out their purpose.

#### Wellness Manager Responsibilities:

1. Insure that wellness committees are embracing Wellness Mission
2. Attend wellness committee meetings
3. Set tone for wellness committee meetings
4. Provide support, guidance and resources for required wellness committee initiatives
5. Work with committee and committee chair to develop short term and long term plans for wellness initiatives