

Leadership and Culture

Sample Worksite Health Team Charter

Mission Statement:

To support the health and productivity of all <<Company Name>> employees.

Operating Principles:

The <<Company Name>> Worksite Health Team 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 Worksite Health Team will use a proactive approach to supporting employee health, with responsibility shared between employees and the company.

Methods/Structure:

- Participation on the Worksite Health Team is considered part of work duties, and supported by supervisor(s)
- Broad representation across <<Company Name>> divisions (Residential Care, Finance, HR, Maintenance)
- 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 5 team members maintained

Functional Roles:

1. 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 Worksite Health Team at outside meetings.

2. 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 Worksite Health Team before the public.

3. 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 Chair from time to time shall prescribe.

4. Treasurer

The Treasurer shall be responsible for oversight of the Worksite Health 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 Finance Division.

Expectations of 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 January 1st.
- Officers shall serve no more than 3 years in any one or combined roles.
- Any member, including officers, may be dismissed by majority approval of the Worksite Health Team.
- 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. (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 finding 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