



Selecting Worksite Wellness Committee Chairs Guidance for Agency & University Wellness Leaders

Criteria to Consider in Selecting Worksite Wellness Committee Chairs

A background in health is not necessary to serve in this role, but a number of critical skills are needed for Wellness Committee Chairs

- ❑ Demonstrated leadership in organizing committees and communicating effectively with all staff levels.
- ❑ Job responsibilities that allow
 - at least 6 hours a month to devote to wellness activities,
 - flexibility in scheduling meetings and reporting wellness activities, and
 - daily access to a computer and the Internet.
- ❑ Capacity to write measurable program objectives and develop/execute an action plan.
- ❑ Knowledge of the organization, its communication channels policies, and procedures.
- ❑ Direct access to the Wellness Leader.
- ❑ Interest and willingness to accept the role of committee chair for at least one, preferably two years.

Responsibilities of Worksite Wellness Committee Chairs

1. Recruits and organizes a wellness committee that represents different organizational levels and the diversity of employees that the committee serves.
2. Ensures that the committee meets regularly to plan and implement a wellness program.
3. Provides leadership to guide the committee in developing and implementing a wellness plan with measurable objectives. Evidence-based programs that address the primary components of a healthy lifestyle and the wellness needs and interests of employees can be found in the NC HealthSmart Worksite Wellness Toolkit (Toolkit).
4. Works with management to identify fiscal and/or in kind support for wellness programs from available resources within State government, from gratis/discounted services from the private sector, or through fundraising activities.
5. Ensures that employees participating in worksite wellness activities sign a liability release form, and that the signed forms are given to Human Resources to retain in personnel files.
6. Keeps a record of committee attendance and works with management to replace inactive members.
7. Promotes annual wellness interest surveys to employees and responds to annual state government committee surveys.
8. Identifies training needs of committee members and participates in training on the NC HealthSmart Worksite Wellness Toolkit with other members of the committee as needed.
9. Develops communication plan to increase employee participation and provides regular updates to the Wellness Leader on wellness activities and policy/environment change issues that require management involvement.
10. Assists the Wellness Leader in monitoring the wellness program's progress on meeting its annual objectives and evaluating the overall effectiveness of the program.