

Why is it important to have a wellness team to implement your Worksite Wellness program?

A team approach accomplishes the following:

- Reduces coordinator burnout
- Fosters idea sharing
- Diversifies representation
- Enhances program visibility

How many members should be on your wellness team?

A small business should consider a wellness team of 5 – 7 people. For some small businesses, considering 5 – 7 people might be intimidating; however, remember that 5 – 7 will help ensure effectiveness and retention through the ability to share work load and leadership.

A large business should aim for 8 – 14 people. Research has shown that having **more** than 14 people can make meetings and further dynamics of the team more difficult to manage.

Who and how you secure membership on your team can come in many forms. Explore ideas that work best for your organization and adapt those ideas as necessary over time.

Lastly, remember that selecting and engaging employees in an effective wellness team is an ongoing process, not simply just an initial undertaking. Reviewing the makeup and roles of your wellness team on a regular basis will help ensure it is and remains effective.

Who should be on your wellness team?

Ideally, your team includes the following:

- Both men and women.
- People who are well organized to stay goal oriented and to be efficient with the limited time you will have.
- People that represent both blue and white collar groups of your organization (if applicable).
- People that represent different shifts, skill sets and/or organizational roles (day shift, weekend shift, weekday shift, HR, Communications, Safety, Union Rep, Leadership, Non-Leadership, etc.)
- People that have made healthy living a priority in their life (such as a runner or other athlete) as well as others who may have not. A smoker, for example, may provide perspective that most people may not have ever considered.
- Make sure that you do not have all like-minded people. A diversity of backgrounds will bring unique perspectives that will strengthen the overall group's function.

What roles should they fill?

Ideally, your team assigns and fills the following specific roles:

- Leadership Sponsor (someone from your Leadership Team)
- Meeting Facilitator
- Minute taker for meetings
- Time keeper for meetings
- Communications Lead
- Facilities
- Others specific to your organization?

What are the roles and responsibilities of all team members?

Ultimately, the role of the worksite wellness team is to work effectively and to be role models within the organization for positive change. This includes:

- Show up! Regularly attend **and** participate in wellness team meetings.
- Be an enthusiastic voice of support for a culture of health, carrying the message from the wellness team to work areas and colleagues. Create buzz for wellness initiatives. Be a spokesperson at a staff meeting and provide brief updates on what the wellness team is planning.
- Represent your peer group by sharing ideas, needs, concerns and feedback from work areas and colleagues about proposed strategies, policies and programs.
- Provide feedback on the possible barriers to proposed strategies and offer suggestions for addressing those barriers (e.g., how does a proposed policy fit with the schedules of employees?)
- Complete homework assignments.
- Take an active role in working together to implement plans and manage logistics. In many cases, when the work of the group falls on one or two people, burnout and insufficiencies are likely to happen.
- Suggest effective communication strategies and solutions to challenges. For example, what is the best way to communicate with employees who work the third shift? Or, how will employees react to a proposed message from leadership?
- Help with special promotional needs, when needed (announcement at team meetings, placement of posters, table tents, etc.)

What are characteristics of a high performing wellness team?

- Team members are formally appointed and/or recognized.
 - *If members are volunteers, ensure they serve with the permission and support of their manager.*
- Team members have wellness work written into their job description.
- The wellness team has strong leadership and diverse representation.
- The wellness team sets goals; then creates and updates a plan. Each member has a role in supporting these goals.
- The wellness team continually evaluates their efforts.
 - Most teams want to just move from one activity to another. Before moving on, find out what worked, what did not, who was reached, and who was not reached.
 - Take time to celebrate your accomplishments before moving on to the next great thing.
- The wellness team meets regularly, has a formal agenda, and keeps minutes/documentation.
- The wellness team communicates to employees regularly about the wellness program.
- The wellness team participates in continuing education in wellness topics.
- The wellness team cycles its members (if and when appropriate; this is a task easier for larger businesses and more difficult for smaller businesses).
 - Suggested length of commitment is two years (rotating schedule). Although initial term lengths may vary in order to establish a rotating cycle.
 - Suggestion: Members may serve up to two consecutive terms.
 - Upon early termination of commitment: Chairperson may appoint another employee to complete a vacated term.

See template provided below to help develop your team.

- The wellness team is branded (again, if and when feasible to do so in your organization).
- The wellness team is promoted and recognized throughout the organization.
- The wellness team documents lessons learned, both positive and negative, because not everything you do will be hit. Some efforts will be trial and error. Consider writing responses down in meeting minutes or other documentation as new members might rotate into the group and will need to know the history of your team's work.

When and where will your meetings be held?

- Recommend a minimum of every other month. May choose to meet monthly when initiating wellness program. May decide later to move to quarterly meetings.
- Recommend rotating the location of the meeting if your committee represents multiple sites.

What are the ground rules for meetings? (Suggestions below)

- Be on time for meetings.
- Be an active participant during meetings.
- Treat each other as equals.
- Give each person the opportunity to be heard – beware of monopolizing the discussion.
- Avoid interrupting when another is talking.
- Recognize that sometimes it is necessary to compromise.

Planning checklist for Wellness Coordinator and/or Leadership:

- How many members will be on your committee?
- How frequently will the makeup and roles of members be reviewed?
- Who will be responsible for these reviews?
- What policy or system will be put in place or used to ensure this review occurs? (e.g. written into a job description, written into wellness policy and therefore reviewed annually as part of annual policy review, etc.)
- Who should be on your team?
 - Start with categories of employees, not specific names. Review the list in the Best Practices and create a list specific to your organization. (e.g. at least 2 men and 2 women, at least 2 people from day shift and 2 from evening shift, at least one employee from each work location, at least one employee from each department, at least 2 part-time and 2 full-time employee, at least 1 leadership sponsor, etc.)
 - Then add your list of categories to the table below and then add names of either volunteers or designated employees to create a draft team member list for review and formal appointment or recognition.
- Review and prepare the “committee topics” to discuss variables, solicit volunteers and/or review content at your first meeting, including
 - Roles that need to be filled (reference suggestions in the Best Practices)
 - Roles and Responsibilities of all team members (reference the list in the Best Practices)
 - Characteristics of a high performing wellness team
 - When and where meetings will be held (reference suggestions in the Best Practices)
 - Ground rules for meetings (reference suggestions in the Best Practices)
 - Initial term lengths (reference suggestions in the Best Practices)
- Write wellness work into job descriptions which helps ensure prioritization and sustainability of wellness efforts.

Draft Wellness Team List for Review and Formal Appointment

<i>Employee Category</i>	<i>Name of Volunteer or Designee</i>	<i>Committee Role</i>	<i>Term A*</i>	<i>Term B**</i>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Add more lines as needed

***Term A** serves through December 31, 2018

****Term B** serves through December 31, 2019