Wellness Program Committee
Roles & Responsibilities

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To make sure your wellness program committee is effective and efficient, you may want to consider assigning roles and responsibilities to everyone.

With an organizational structure in place, committee members are clear about what they are supposed to be doing. As a result:

- Your program will run smoothly.
- Most of the work won’t fall to a few committee members who may get burned out by the heavy burden.
- Nothing falls through the cracks.

How many and what type of roles you create depends on:

- **The size of your company and wellness program committee** – Larger organizations typically have larger committees so responsibilities can be divided among many people. On the flip side, smaller companies may have committees composed of just a handful of people who will have to wear more than one wellness hat.

- **What your wellness program offers and how it provides those offerings** – Many programs cover several different areas of health (e.g., nutrition, physical activity, emotional/mental health, etc.) and use a mix of events and communication platforms (e.g., newsletters, posters, lunch-n-learns, emails, intranet sites, social networks, etc.) to fulfill their missions. If this is the case in your organization, you may want one or more people to serve as a point person(s) for each area and each program delivery method.

At a minimum, you’ll want to designate someone to serve as:

- A leadership liaison
- A meeting minute taker
- An events coordinator
- A communications coordinator

Here is the listing of roles and responsibilities for wellness program committees. Adapt as needed to fit the structure of your committee:

**Meeting facilitator**

- Creates meeting agenda with input from other wellness committee members
- Schedules meetings
- Leads meetings to ensure that all agenda items are covered in a timely manner
Meeting recorder

- Takes minutes of each meeting
- Distributes minutes to committee members. Minutes should note any follow-up needed by or assignments for each committee member, complete with due dates

Leadership liaison

- Meets regularly (at least monthly) with company leadership to get support/approval on wellness program plans and to share ideas and concerns.
- Keeps leadership updated on wellness program participation

Statistician

- Develops ways to measure program/events success
- Is responsible for ensuring that the measurements are recorded

Resources liaison

- Looks for free or low-cost wellness-related events in the community
- Recommends to the wellness committee possible community events that the organization should consider promoting/participating in
- Researches tools at the state and national levels to use, and makes recommendations to the wellness committee for their use in the program

Participant liaison

- Actively seeks out input on the wellness program from participants during events and through surveys
- Makes him- or herself available to program participants through a specially designated email
- Oversees a comment box in break room
- Shares participant comments with the rest of the wellness committee
- Responds to individual comments and concerns, after consulting with the rest of the wellness committee and/or leadership (through the leadership liaison)

Event coordinator

- With the help of input from other wellness committee members, oversees the development of an events schedule that includes both internal and external offerings
- Ensures that all wellness areas (Move, Eat Well, Relax and Rejuvenate, and Energize with Positive Behaviors) are represented in events
- Works with the communications coordinator to assign reporters and photographers to cover events
Communications coordinator

- Oversees the development of a monthly wellness calendar and, ideally, a monthly wellness newsletter
- Works with the social media coordinator to oversee the development of weekly health tips and ensures tips are printed and distributed to designated table tent holders
- Works with events coordinator to assign reporters and photographers to cover events

Email coordinator

- Ensures the email list is kept up to date
- Ensures that emails with event information are sent
- If available, update Outlook calendars with events

Social media coordinator

- Works with the communications coordinator to develop content and posts the content to social media.
- Actively encourages audience to participate.
- Answers any questions participants may have.
- Posts event information onto social media prior to the event (reoccurring weekly events should be posted at the beginning of every week, a one-time event should be posted two weeks prior to the event).
- Posts pictures from events.
- Posts free resources.
- Responds to comments (if needed, after consulting with wellness committee and/or leadership liaison) that participants post.