

Terms of Reference

PURPOSE

To develop, implement and evaluate a comprehensive workplace health promotion program.

AUTHORITY

The role of the Committee is to lead the development and implementation of the Workplace Wellness Program. Approval authority rests with the Vice-President, Human Resources.

SPECIFIC AREAS OF RESPONSIBILITY

Specifically, the Committee will:

- Identify workplace wellness needs and critical areas of focus for the Workplace Wellness Program
- Identify health promotion activities to be undertaken annually and participate in the development and delivery of such activities.
- Monitor and evaluate the success of the workplace wellness activities.

MEMBERSHIP

The Committee will consist of nine (9) members and will include:

- 1 manager (member of MPER)
- 6 employees (faculty & staff) from across the university
- 2 representatives from departments who are involved in the delivery of wellness related activities and/or are considered experts in the area of health promotion.

The Director, Organizational Development and Training and the Employee Engagement and Development Coordinator will be the staff support to the Committee.

TERM

Committee members will serve for two (2) years and will have an opportunity to renew their term for an additional 2 years. At the end of the second term, a member who is representing a department involved in the delivery of wellness related activities and/or is an expert in the area of health promotion may be re-appointed.

COMMITTEE FACILITATOR

The Committee meetings will be facilitated (chaired) by the Director, Organizational Development and Training. The chair will be responsible for drafting the agenda for meetings; ensuring notes are recorded; managing meetings and providing the supports required by the Committee.

The facilitator is a non-voting member of the Committee.

MEETINGS

The Committee will meet four (4) times per year or more frequently as deemed appropriate by the group.

QUORUM

A quorum of fifty (50) percent plus one (1) must be met to conduct the business of the committee.

DECISION MAKING

When making decisions, the Workplace Wellness Committee will strive for consensus.

MEETING GUIDELINES

The following group member meeting guidelines will be adhered to:

1. We have a shared responsibility for team process and the work of the committee.
2. We will respect the opinions of all members and treat each other with respect.
3. We will actively contribute to the discussions.
4. We will keep an open mind to new and different ideas.
5. We will respect the confidentiality of all discussions.
6. We will use open and honest communication with each other.

APPROVAL:

Terms of Reference approved at the first meeting of the committee held on December 18, 2013.

Revisions approved at the March 9, 2018 meeting.

Terms of Reference adapted from Health at Work website -
(<http://www.healthatworkpeterborough.ca>)