

APPENDIX D (SECTION 1)

Employee Wellness Committee Purpose and Terms of Reference

SAMPLE TERMS OF REFERENCE⁵

Committee Name

The Veteran Services Healthy Workplace Team (HWT)

Committee Purpose and Objectives

The Veteran Services Healthy Workplace Team (HWT) is comprised of people working together to improve the health and work life of the veteran's services community (employees, physicians and volunteers). The HWT collaborates with other groups and key partners in building and supporting a healthy workplace culture. Communication is key to success in promoting and maintaining healthy workplaces, and an essential component of the Team's role. We can seek out resources to support our efforts.

Function of the Committee

As a body that promotes healthy workplace initiatives, advocates, advises, educates, communicates on issues affecting health in the workplace, the HWT:

- Acts as a voice for employees, physicians and volunteers regarding healthy workplace issues.
- Identifies and responds to issues impacting health and work life.
- Ensures that the healthy workplace priorities, needs and desires of the internal community are considered in the strategic planning and business planning processes.
- Identifies and promotes issues and makes recommendations regarding health and work life in Veteran services to internal groups and committees.
- Monitors and ensures progress on the implementation and outcomes of the healthy workplace team work-plan. Also ensures that communication of progress and outcomes are reported to veteran services.
- Communicates its mandate and role in healthy workplace initiatives, and progress in building a healthy workplace throughout Veterans services.
- Plans, supports and participates in health promotion initiatives within Veteran Services.
- Monitors and evaluates the team's performance and effectiveness based on established/accepted criteria.
- Establishes and maintains key links with other groups in Capital Health in cultivating healthy workplaces.

Composition of the Committee:

The composition of the council represents the diversity of Veteran Services.

Team members are selected to participate based primarily on their interest in, and commitment to improving the health of the Capital Health internal community, and promoting a healthy workplace culture.

Co-Chairs:

Co-chairs will be selected from among the members of the HWT.

Sub-Committees:

This team will recruit others when necessary, to fulfill its' responsibilities.

Commitment of Committee:

Meeting Frequency:

The HWT has a working meeting once per month (one hour) and an education session once per month if available (45 minutes).

Term of Appointment:

One and two year terms with no more than fifty-percent replacement each year

Accountability of the Committee:

Resources:

Veteran Services management team will support the work of the HWT.

Minutes will be forwarded to: Members of the HWT
Veteran services management team
TEC Bulletin Boards throughout VMB

Reporting Relationship:

The Director of Veterans Services is the executive sponsor of the HWT.

Reporting Frequency:

- Verbal report will be provided to TEC/Veteran services mgmt. on a monthly basis.
- Written report will be provided to veteran services community at least annually. Aim Sept. 2004

Terms of Reference Review:

The terms of reference for the HWT will be reviewed every year or more frequently as required.