



## WELLNESS COMMITTEE CHARTER

September 26, 2013

The Wellness Committee is a grass roots committee established by SLPC to promote employee health and wellness.

### Purpose/Responsibilities

The Committee will plan and promote initiatives that:

- Encourage habits of wellness;
- Increase awareness of factors and resources that contribute to well being;
- Inspire and empower individuals to take responsibility for their own physical and mental health;
- Support a sense of community/team to develop a positive culture, focused on celebrating and improving the quality of life for all employees.

The Committee will coordinate other staff functions and social events to celebrate and nurture a community spirit among all SLPC staff.

### Committee Composition

#### Membership

1. The Health and Wellness Committee will be composed of volunteers from across the SLPC.
2. Members will be solicited to represent each of the business and administration units.

#### Leadership

1. The Health and Wellness Committee falls within the Human Resources portfolio and will be Co-Chaired by HR and Pay & Benefits staff appointed by the CEO and Senior Leadership Team (SLT).
2. The Committee Co-Chairs will manage the Committee and its meetings.
3. The Co-Chairs will be responsible for preparing an annual budget for the Committee and recommendations for events and initiatives for the approval of CEO/SLT.

#### Meetings

1. The Committee will determine the time and place of its meetings, provided that it shall meet at least one time per month.
2. Meetings of the Committee may be in person or by conference call as called by the Co-Chairs.
3. Time away from work to attend meetings that fall within an employee's regularly scheduled work shift must be prior-authorized by their manager or supervisor.
4. The Committee Co-Chairs will be responsible for preparing meeting agendas and for distributing minutes of meetings to committee members.
5. Minutes of Committee meetings will be published on the SLPC – Employees - Website.

#### Reporting

The Committee will report regularly to the CEO/SLT on its activities and will bring forward any. The Committee will regularly communicate with staff through e-mail, SLPC employee website and quarterly newsletters.

The Committee will review this charter on an annual basis and recommend any changes to the CEO/SLT.

Approved by:

A handwritten signature in black ink, appearing to be "M. B.", is written over a horizontal line.

General Manager/CEO