Establishing a Staff Wellness Program

Step 2: Assign a Wellness Leader and Establish a Wellness Committee

A Wellness Leader is responsible for coordinating the planning, implementation, evaluation, and improvement of the wellness program. The Wellness Leader should be an existing employee, likely one who has experience in or a commitment to health education, physical fitness, nutrition, nursing, or medicine. Depending on what resources you have available for the wellness program, the Wellness Leader may work alongside leaders in other partner organizations to carry out the leadership responsibilities.

The Wellness Leader’s formal or informal responsibilities will vary from program to program, but examples of responsibilities include:

- Coordinating the planning, implementation, evaluation, and improvement of the program
- Reporting the status of the program to relevant school and community leaders along the way
- Planning and coordinating regular meetings with leaders and the Wellness Committee
- Communicating proactively with Wellness Committee members and program participants
- Scheduling and planning wellness activities
- Developing relationships and communicating with community partners
- Allocating funds and resources appropriately

The Wellness Committee will act as a resource for decision making, planning, and consultation for the wellness program. This committee should consist of representatives from all areas and levels of your program, such as teachers, staff, administrators, and community partners. Having a committee with a variety of backgrounds and skillsets will ensure that all decisions made will benefit all parties involved.

The Wellness Committee’s expectations will also vary from program to program, but examples include:

- Meet regularly to plan, develop, review, vote on, and evaluate activities in the program
- Share and express concerns or possible areas of improvement
- Advocate for and participate in wellness activities
- Develop incentives for participants to promote engagement
- Brainstorm and establish community resources available for ensuring an effective program

Tips for Building a Wellness Committee

It may be helpful to assign a treasurer or budget manager to design budget models and keep track of spending. Depending on the funding and resources available, this position (along with other wellness program staff positions) may be a volunteer position or paid position. It is important to have someone plan and review the allocation of funds to develop the most cost effective and sustainable wellness program.