

## **Park District of Oak Park**

# **WELLNESS COMMITTEE CHARTER**

### **I. PURPOSE**

The Committee has been created by the Executive Director to advance PDOP experiences for staff and residents. Through engagement of staff and community stakeholders, the Committee will:

**1) Foster an active community that is empowered to advance their overall health and well-being through awareness, education and program opportunities**

**2) Inspire positive habits through a lifelong commitment to wellness**

The Committee functions as a broadly knowledgeable and objective group with the authority to undertake the specific duties and responsibilities listed below.

### **II. MEMBERSHIP**

The Executive Director will appoint a Chair and review applications for membership positions. Committee membership will be a length of two years. The main qualification for appointment to the Committee shall be the potential a staff member has, based on past experience, to serve as a role model for other Park District staff with regards to innovation, initiative and eagerness to be an advocate of wellness for the agency. However, to ensure as broad of a perspective as possible, the following guidelines have been put in place:

- a. At least two (2) members of the committee must be in non-managerial roles with no more than 1 member of the Committee in a senior leadership position (Department Head); and
- b. With approval from the Leadership Team Liaison, the Chair may invite additional members to join the Committee. This additional member could be a part-time employee, volunteer, consultant, or other interested person who the Leadership Team Liaison and Chair both agree would add value to the Committee and would have the ability to fulfill the responsibilities and duties as a member of the Committee for a minimum of one year.

### **III. MEETINGS**

The Committee shall meet at such times and with such frequency as the Committee determines appropriate, but not less than bi-monthly. The Committee may ask other Park District staff or related persons to attend meetings (or meet with a member of the Committee) to provide pertinent information as necessary.

### **IV. Duties and Responsibilities**

**The Committee shall:**

- Build engagement and enthusiasm for wellness in the organization;
- Implement health-related activities and challenges throughout the workday;
- Identify opportunities for positive change;
- Inform employees about existing health-related resources, including PATH;
- Instill a culture where employees' voices are heard and valued, by encouraging input and using the Wellness Committee as a vehicle of change;
- Review, evaluate, and report on the Committee's performance annually;
- Review the Committee Charter annually for adequacy and recommend any changes to the Executive Director; and
- Perform any other activities consistent with this Charter or as the Committee or Executive Director may deem necessary or appropriate.

**Committee Members shall:**

- Research and propose innovative ideas to increase participation and interest in wellness related activities by employees and community members
- Monitor, collect, and bring to the Committee information regarding existing and future industry trends;
- Identify and participate in (when practical) professional development opportunities and trainings related to wellness;
- Serve as a role model to Park District staff with regards to health and wellness
- Serve as PATH ambassadors, encouraging participation in the PATH program; and
- Communicate and market Committee activities and initiatives to Park District staff.

**Committee Chair shall:**

- Set the agenda for Committee meetings;
- Track attendance and document action/next steps; and
- Report significant items covered at Committee meetings and progress of Committee initiatives at All Staff meetings and manager's meetings.

**Leadership Team Liaison shall:**

- Report significant items covered at Committee meetings and progress of Committee initiatives to the Executive Director;
- Support and assist the Wellness Committee in creating the climate for doing this work; and
- Encourage healthy, wellness promoting habits and behaviors amongst Park District staff.