



HEALTHY WORKPLACE[®] / WELLNESS TEAM ROLES AND ACCOUNTABILITIES

The *HEALTHY WORKPLACE[®] / WELLNESS TEAM EXEC SPONSOR* is responsible for:

- Championing the initiative
- Serving as the interface between Senior Leadership Team (SLT) and HWP/Wellness Team, including:
 - attending the overview training
 - attending occasional team meetings to lend support
 - providing support and approvals if appropriate
 - providing feedback on the processes presented, if appropriate
- Providing resources/facilities (participant time/\$\$ and facilities) for the team/s to meet and do their work.
- Meeting with the HWP/Wellness Leader monthly to obtain a progress report and providing guidance/assistance as required
- Attending key meetings where possible to lend support

The *HEALTHY WORKPLACE[®] / WELLNESS TEAM LEADER* will be responsible for:

1. Leading the initiative and providing regular ongoing consultation
2. Chairing the HWP/Wellness Team meetings
3. Setting the Team Agenda for meetings and leading them on a prescribed basis (e.g. once a month)
4. Keeping the meetings on track and on time to start and finish (respecting other people's time)
5. Making all arrangements for the meeting (may delegate work but not responsibility)
6. Attending the appropriate subcommittee team meetings to ensure all are respected and have a chance to participate for maximum effectiveness
7. Reporting monthly to the Executive Sponsor on progress to date
8. Meeting with Leads/subcommittees to ensure progress on track
9. Arranging coaching for participants, when needed
10. Approaching the Executive Sponsor when assistance is needed
11. Following up on action items between meetings
12. Assembling the submission for certification with Excellence Canada
13. Liaising with Excellence Canada

The *HEALTHY WORKPLACE*[®] / WELLNESS TEAM PARTICIPANT is responsible for:

1. Embracing and embodying '*Health and Well-being in Everything We do*'
2. Becoming change agents
3. Being adaptable and innovative
4. Participating on one of the subcommittee teams
5. Contributing knowledge, experience and intelligence
6. Having a positive 'can do' attitude
7. Being accountable for their contribution and coming to meetings prepared
8. Participating in all related training sessions
9. Helping to get people on board – spread the *Healthy Workplace* culture

The TEAM RECORDER is responsible for:

1. recording Key Issues and Action Items only
2. bringing notes/records to all meetings for reference