HEALTH AND WELLNESS SUBCOMMITTEE CHARTER

HISTORY
The Health and Wellness committee was developed by Lianne Nagano, who was a Community College Learning Champion (CCLC), 3\textsuperscript{rd} Generation. As a project for this generation, each Learning Champion took the initiative to conduct an activity or begin a project that would promote health and wellness on their respective campuses. Lianne took the initiative to form an on-going committee at HCC that would benefit faculty and staff year long by educating them and providing more learning opportunities around health and wellness. The Health and Wellness Subcommittee was developed in the spring semester of 2007, and has actively provided workshops to the campus and participated in other campus events.

STATEMENT OF PURPOSE
To provide a venue for faculty and staff of the HCC community to promote, advocate, and educate others in maintaining a healthful lifestyle in order to maximize work performance.

GOALS
1. To raise awareness and educate faculty and staff around living/working healthfully.
   a. Objective: To conduct/develop/implement at least 3 educational workshops/activities per semester. The workshops may focus on any topical area that would impact one’s health, such as healthy eating, exercise, stress management, time management, etc.
2. To raise awareness around global and community health-related causes and cures.
   a. Objective: Assist in advertising and marketing community health-related causes throughout campus.
3. By being members of the Health and Wellness committee and engaging in activities that promote a healthy lifestyle, be an example to others throughout the HCC community and in turn, motivate others to make positive, healthy changes in their lives as well.
   a. Objective 1: To have consistently positive attendance to workshops and activities.
   b. Objective 2: To have consistently positive evaluations from the workshops and activities.

OPERATING PROCEDURES
Initiatives
- Committee will generate and share ideas for activities that they believe will benefit and be of value to the campus community.
- Committee will consider ideas from the campus community who are not currently on the committee but would like a topic covered.
- Committee will decide based on general consensus or majority vote, those ideas and activities that will be implemented.
- The activities that the Health and Wellness committee will develop and/or participate in should meet the following basic criteria:
- Have an educational component that will help increase knowledge and awareness regarding a particular health and/or wellness topic.
- Be available and open to the campus at large community.
- The benefits of the workshop can clearly be related to areas of health and wellness that impact work (including mental and physical well-being).

- A member will complete the Workshop/Activity Proposal Form and submit to committee for review. The form will be kept with the chair/co-chairs.

**Assignments**

- Committee members will volunteer or recommend other members to take the lead on a project. It is encouraged that all committee members take part and if not a lead role, contribute what they can to an activity.
- Chair/Co-chairs are responsible for to ensure projects are moving along, to create agenda & distribute notes of last meeting in advance of next meeting, and act as facilitator of committee meeting.
- A notetaker will identified at each meeting to takes notes. Notetaker will prepare notes and forward notes to the chair/co-chair for review and distribution.
- The committee will decide, or a member(s) will volunteer, to chair/co-chair the Health and Wellness committee for a duration determined by the volunteer or committee. For example, a member may volunteer to chair/co-chair the committee for one semester and the committee agrees, or someone may chair the committee for the year
- The committee will work together to brainstorm funding sources for activities that may have costs associated with them.

**Memberships**

- This is a subcommittee under the Health and Safety Committee consisting of volunteer members. Members are encouraged to fully participate for at least one year to ensure that goals can be met.

**MEETINGS**

Meetings will be held once per month for 1 hour throughout the entire year. Individuals or smaller groups of the committee that have taken ownership of an activity or event may meet additional times on their own in order to accomplish their goals.

APPROVED: October 11, 2013 Health and Wellness Subcommittee Meeting