

Middlebury Employee Wellbeing Committee
Charter and Responsibilities
March 1, 2024

Purpose:

Foster an inclusive and engaging culture of wellbeing that enables employees to live their best possible life as a Middlebury employee.

Overall Committee Members Responsibilities

Committee Members and Terms:

1. Chief Health Officer and College Physician (Chair) - ongoing
2. GMHEC Well-Being Program Coordinator - ongoing
3. Assistant Vice President, Human Resources & People Operations - ongoing
4. Staff Council Representative – three years – determined by Staff Council
5. Faculty Council Representative – three years – determined by Faculty Council
6. At-Large-Representative, Middlebury VT campus employee – three years*
7. At-Large-Representative, Monterey CA campus employee – three years*

*At-large position opportunities will be posted in MiddPoints for all employees prior to the end of the current members term and selected by active committee members.

Committee Meetings and Responsibilities:

Meetings will be held monthly for one hour and will be coordinated by the Employee Wellbeing Committee Chair and GMHEC Well-Being Program Coordinator. The chair and coordinator will collaborate to create the meeting agenda and distribute meeting minutes and action items. Meetings will take place virtually on *(TBD – i.e. 1 pm of the second Monday of each month)* unless otherwise notified.

Responsibilities:

1. Employee Wellness Committee Chair is responsible for setting up committee meetings, providing the agenda and meeting minutes, and working with Human Resources and the GMHEC Well-Being Program Coordinator on program options.
2. Committee members are responsible for being wellness advocates throughout the organization, establishing reasonable goals and objectives, and adhering to the overall mission of the health and wellness committee.
3. Attend one-hour monthly Employee Wellness Committee meetings.
4. Chair and co-chair health and wellness sub-committees, events and activities.
5. Participate in health and wellness events and activities.
6. Encourage and motivate employees to participate in health and wellness events and activities.
7. Communicate health and wellness events and activities to your area.
8. Serve as the contact person in your area who employees can come to with suggestions or questions about health and wellness events and activities.
9. Provide recommendations, such as new ideas and ways to enhance the wellness program.
10. Bring employee concerns to the committee.
11. Introduce yourself to new employees in your area and explain the Employee Wellness Committee.
12. Review annual wellbeing goals and budget expenditures supporting wellbeing programs through the *wellbeing funding matrix* to ensure maximum impact to all employees.
13. Lead by example – Understand and utilize wellbeing resources provided by Middlebury.