**Employee Wellness Committee Charter**

**Purpose:**

The purpose of the Employee Wellness Committee (EWC) is to organize, direct and assess educational and recreational activities to enhance employees’ health, well-being and productivity.

**Scope of Work:**

* Seek and review wellness offerings within the community—partner with offering organizations to bring services to UCC when possible
* Communicate and inform UCC employees of wellness activities within UCC and the community
* Plan and direct wellness events and projects
* Engage and encourage co-workers to participate in wellness activities

**Membership:**

Voting membership:

* The committee shall be comprised of a minimum of 8 members, including representation from full time faculty, classified and administration. Part time faculty and student employees are encouraged to serve, however, time spent on committee activities would not be compensable.
* Decision making shall be based on a simple majority vote. In the case of a tie, the Chair shall have the deciding vote.

**Officers (one year term):**

Selected from the body of the membership by vote of entire membership

* + Chair
	+ Secretary
	+ Treasurer

**Meetings:**

* Meetings will be chaired by the Chair (or designee) with a quorum consisting of a simple majority of voting members.
* No alternates will be allowed in the event of a voting member absence.
* Regular meeting times will be monthly, with additional meetings called as needed.
* Meetings will be conducted using Robert’s Rules as guidelines, as outlined by the Chair.

**Agendas/Minutes:**

* Any items for consideration of the Employee Wellness Committee should be submitted to the committee chair by email no later than five (5) business days prior to the desired meeting date.
* The Chair will submit all approved agenda items to the secretary for inclusion on the agenda.
* The Secretary is responsible for the timely completion & dissemination of the agenda and meeting notes.

**Communication:**

* Meetings will be scheduled at the beginning of the academic year on the third Thursday of each month.
* The Secretary will and distribute the agenda to committee members two (2) business days prior to the scheduled meeting.
* The Secretary will email the meeting notes within five (5) business days following each meeting.

**Committee Funds:**

* The treasurer shall be responsible for monitoring of committee funds and shall provide a budget status at each committee meeting.
* The treasurer shall create purchase orders for approved committee spending.

**Ad-Hoc Sub-Committees:**

* Ad hoc sub-committees may be temporarily established to review and investigate special projects or partnerships.
* Ad hoc committees may be comprised of a partial EWC membership and/or additional UCC staff or student employees.
* Ad hoc committees shall conduct business in accordance with this charter.
* Ad hoc committees shall not have voting power, but shall present information and recommendations to the EWC membership.