

# Wellness Committee

## Building a Team

A school wellness committee is a group of individuals interested in the health of students and staff. The school wellness team is responsible for the development, implementation, review, update, and reporting of the local wellness policy.

When building a school wellness team, include representation from the whole school community. A diverse group will ensure a variety of perspectives on different school wellness issues. In addition, administrative support is key to advancing the mission of your wellness policy. Find at least one administrator who will support school wellness efforts and include that person on your wellness team.

Initially, determine the ideal size for your wellness committee. Groups of 10-20 individuals tend to be most efficient. If there are a large number of interested individuals, consider breaking up the group into subcommittees. Each subcommittee could assume the lead role of a specific wellness area.

## Communication

Establishing channels of communication is essential for an effective school wellness committee. It is important to work with your committee members to determine the optimal method of communication.

- In-person meetings are often beneficial and tend to be the most effective way to generate buy-in and make decisions.
- Conference calls are a wonderful way to share goals, ideas, and expertise. They allow people to voice their opinions without committing to traveling to a specific location.
- E-mail lists offer a great way to provide updates, ask questions, receive input and request volunteers. Many people prefer this mode of communication as it requires a small time commitment and allows for information sharing to a large number of people.
- Online shared documents allow the committee to communicate on-going wellness projects. In addition, it allows any approved “member” to update/add text to the documents.

Since committee members will need to communicate outside of meeting, it’s important to obtain contact information for each member. The information collected can be used to create a school wellness committee roster.

[📄 Contact Information for School Wellness Committee Member](#)

[📄 School Wellness Committee Roster](#)

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*Members of the team should include parents, students, school administrators, physical education teachers, school health professionals, school foodservice personnel representatives from the school board, and the public.*



## Team Management

The school wellness committee should meet at least every other month. As your committee becomes more established it may not be necessary to meet as often. Scheduling a standing meeting or maintaining a consistent schedule will help ensure committee members are able to attend. In addition, before each meeting, identify roles such as facilitator, recorder, etc. Finally, create and follow an agenda to help keep the committee on task. Make sure the agenda includes a review of minutes from the last meeting, report from members on current projects, and action items to be completed before the next meeting.



# School Wellness Committee Member

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## Contact Information

**Name:**

## Mailing Address

**Street:**

**City:**

**State:**

**Zip:**

**Daytime Phone Number:**

**Evening Phone Number:**

**Cell Phone Number:**

**Email Address:**

**Please indicate the preferred method for contacting you.**

- Daytime Phone Number**
- Evening Phone Number**
- Cell Phone Number**
- Email Address**

**Please indicate what information can be shared with other committee members.**

- Daytime Phone Number**
- Evening Phone Number**
- Cell Phone Number**
- Email Address**



