

# Wellness Committee Terms of Reference



## 1. Name:

The name of this ETFO-WRTL committee shall be the Wellness Committee.

## 2. Composition:

- a) The Wellness Committee shall consist of a **minimum of 3 members** and a **maximum of 8**.
- b) The ETFO-WRTL shall appoint a chairperson.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

## 3. Function and Role:

- a) The Wellness Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Wellness Committee to:
  - i) record and distribute minutes of all meetings to members of the Wellness Committee and the president of ETFO-WRTL
  - ii) identify ways of supporting the wellness needs of ETFO members
  - iii) identify ways of promoting a higher level of awareness of wellness among ETFO members
  - iv) to identify strategies, resources and activities for teachers to use to build and maintain their own personal wellness
  - v) align committee work with the local priorities

## 4. Duties of the Members:

- a) The duties of the chairperson shall include:
  - i) meeting with the President or designate prior to September 30

- ii) calling and chairing meetings of the committee as needed
  - iii) reporting regularly, or as requested, to Rep Council
  - iv) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
- i) attending scheduled meetings of the Wellness Committee
  - ii) notifying the chairperson of the Wellness committee if unable to attend a meeting
  - iii) carrying out the functions as directed by the committee chairperson
  - iv) submitting mileage or equivalent by year-end

**5. Meal Allocation:**

- a) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

**6. Procedure for Resignation:**

All resignations shall be by letter to the chairperson of the Wellness committee who in turn will forward the resignation to the ETFO-WRTL President. With the advice of the Wellness Committee Chairperson, Representative Council upon the recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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