

WHAM Mission Statement

The mission of the Wellness and Health at Macalester (WHAM) Committee is to foster a working and learning environment which promotes healthy lifestyle choices by increasing awareness, providing educational opportunities, and supporting lifestyle changes. Healthier lifestyles among faculty and staff will in turn create happier, more productive individuals who benefit themselves, Macalester, and the greater community.

Committee Members

The WHAM Committee will have no fewer than 10, and no more than 12 members. The committee shall include:

- Wellness Coach - Co-Chairperson
- Associate Director, Compensation & Benefits, Employment Services - Co-Chairperson
- Director of Health Promotion
- Associate Athletic Director, Athletics
- HR Generalist, Employment Services (non-voting member)
- One permanent Faculty Member
- One appointed Faculty Member; 2-3 year term
- Five appointed staff members (one each from Admin/Finance, Admissions/Financial Aid, Advancement, Provost, Student Affairs); 3 year rotating terms

One faculty member and five staff members will be appointed by the Faculty Personnel Committee (FPC) and the Staff Advisory Council (SAC) respectively. These members will serve three-year term rotating terms.

If a member finds it necessary to resign from the committee, the vacancy will remain until the next appointments by SAC and FPC; usually in May, to take effect June 1.

Duties of the WHAM Chairperson(s)

- Schedule committee meetings at least monthly (excluding June & July)
- Develop meeting agendas which are maintained electronically and provided for each meeting
- Conduct the meeting
- Retain meeting minutes
- Research campus wellness programs
- Oversee the committee budget
- Marketplace maintenance

Duties of the Members

The WHAM committee meets at least once per month (with the exception of June & July) to plan, implement and evaluate the classes, programs and services offered to the Macalester employees.

Members are expected to:

- Attend scheduled meetings
- Participate in program planning
- Assist in program scheduling, communication, and tracking
- Help in planning the budget for the committee
- Record meeting minutes at least once per academic year
- Assist a minimum of two events per year, not including Lunch and Learns
- Assist in planning, publicizing, and attending a minimum of two Lunch and Learns per year
- Serve as a wellness champion sharing wellness initiatives and encouraging engagement

Regular meeting attendance is vital for the purposes of the committee. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences and lack of event participation may be considered an abdication of the appointment. The ending of a member's appointment is at the discretion of the WHAM chairperson(s), with the recommendation of the committee. Membership on the committee is on a voluntary basis.

Meetings

- Monthly schedule – The committee will meet no less than once per month, except during June & July of each year.
- Attendance – Each member will attend meetings and participate in WHAM events and programs. Any member unable to attend a meeting or other events will inform the Chairperson(s) before the meeting or event.
- Agenda – The agenda will state the order in which committee conducts its business. Any member wishing to include an item on the agenda has the responsibility to submit their agenda item to the WHAM Chairperson(s) via email.
- Minutes – Minutes will be recorded at each committee meeting by rotating committee members and be distributed by email to all members. The minutes will include a task list and serve as documentation of committee members in attendance.

Bylaws

These bylaws will guide the committee. Should the bylaws need to be amended, it will be done so by majority vote of the WHAM committee.