



WorkWell Terms of Reference

Name of organisation: _____

Vision

Outline what the group wants to achieve, or how it wants the environment in which it operates to be.

A vision:

- concentrates on the future and is a source of inspiration
- provides clear decision making criteria and/or strategic direction
- a long term view

e.g. "A happy, healthy, productive workforce".

Mission

Define the fundamental purpose of the group, basically describing why it exists and what it does to achieve its vision.

Roles and responsibilities

Identify the roles and responsibilities of all group members; this is fundamental to the group working effectively together.

Communication

Identify how the group is going to ensure open, two-way communication channels to provide regular WorkWell updates and to receive formal and informal feedback and suggestions (with management and employees).



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Membership

Identify:

- Membership of the group (should reflect different levels of the workplace and departments)
- Minimum numbers of attendees required for group meeting to proceed
- How new members are recruited to the group etc.

Meetings

Identify:

- Meeting schedule, venue etc.
- Process for meetings (including chair, agenda items, minutes distribution and task allocation)

Review

A statement regarding review process e.g. the Terms of Reference shall be reviewed once per accreditation cycle. This may be altered to meet the current needs of all group members by agreement.

Date agreed: _____

Review Date: _____