Department of Pathology
Wellness Committee Charter

This charter outlines the purpose, membership, responsibilities, and operating practices of the Department of Pathology Wellness Committee.

Mission Statement

The Department of Pathology Wellness Committee promotes the physical, emotional, social, and professional well-being of faculty, laboratory technologists, staff, and trainees across affiliated sites. Its work focuses on respect, recognition, connection, and professional fulfillment, with attention to reducing burnout and improving the work environment.

Scope of the Charter

This charter applies to all members of the Department of Pathology across affiliated hospital sites. The committee develops and supports initiatives in physical health, mental and emotional well-being, work-life integration, sustainability, social connection, and the work environment.

Vision

A department where all members feel valued, supported, and connected, with opportunities to thrive personally and professionally. A respectful and sustainable workplace supports the department's work in patient care, education, research, and service.

Measurement of Success

The committee will assess its work through burnout measures, engagement indicators, participation in wellness activities, and survey feedback. Findings will be reviewed regularly, included in the annual report to departmental leadership, and used to guide priorities at the annual strategic planning session.

Strategic Planning

The committee will hold an annual strategic planning session to identify priorities, set goals, and align initiatives with departmental and institutional needs.

Reporting and Accountability

The Committee Chair meets quarterly with the Chair of Pathology to present the committee's activities, participation, outcomes, and priorities. These meetings provide an opportunity to review progress, discuss barriers and resource needs, and align plans for the coming quarter with departmental priorities.

Membership

Membership is open to faculty, laboratory technologists, staff, and trainees across all affiliated hospital sites. The committee welcomes members from a range of roles, disciplines, and career stages.
The committee aims to include one to two designated representatives from most sites and divisions. Members may serve as site representatives, participate in the standing subcommittees listed below, or join time-limited workgroups.
The Committee Chair (Vice Chair for Wellness) appoints site representatives and subcommittee leads in consultation with committee members, considering representation across roles, disciplines, and perspectives. The Chair also appoints Associate Chairs. Associate Chairs and subcommittee leads serve renewable two-year terms to support continuity and provide opportunities for new leadership.

Roles

- Chair: Provides overall leadership, appoints Associate Chairs, and sets committee priorities in line with departmental goals and institutional wellness initiatives. Serves as the primary liaison to departmental leadership and oversees committee activities.
- Associate Chairs: Help set priorities, develop meeting agendas, lead committee meetings, and coordinate activities across sites and subcommittees. Communicate recommendations, progress, and resource needs to the Chair and departmental leadership. Associate Chairs should preferably hold leadership positions within the Department of Pathology.
- Committee Coordinator: Provides administrative and logistical support, including scheduling meetings, distributing agendas and minutes, maintaining membership and contact lists, supporting communications, and tracking action items. Assists with implementing and documenting initiatives. This role supports committee operations rather than strategic or programmatic leadership.

- Subcommittee Leads: Plan, carry out, and evaluate subcommittee initiatives. Convene meetings, coordinate members, track action items and timelines, and identify barriers or resource needs. Provide updates to the Chair and Associate Chairs. Leads are expected to be active committee members and to hold leadership roles within the Department of Pathology.
- Other Administrative Staff: Assist with scheduling, distribution lists, shared files, meeting notes, communications, and purchasing, as applicable.
- Site Representatives / Wellness Liaisons: Serve as the main contacts between local pathology teams and the committee. Share wellness communications, events, and opportunities; encourage participation across roles; and bring site-specific feedback to the committee.

Member Participation and Expectations

- Members are expected to attend scheduled meetings and contribute actively and constructively to discussions.
- Members are asked to join at least one standing subcommittee or time-limited workgroup, as feasible.
- Members are expected to support a respectful, inclusive, and collaborative environment and maintain appropriate confidentiality when sensitive topics are discussed.
- Interested individuals may contact the Chair, an Associate Chair, or their site representative. New members may join at any time, with assignments based on departmental needs and individual interests.

Member Responsibilities

- Identify, assess, and help address wellness needs within the department through feedback, surveys, and ongoing engagement.
- Develop, implement, and evaluate wellness initiatives, including surveys, educational presentations, recognition activities, and special events.
- Facilitate communication and engagement across the department through newsletters, flyers, email updates, and other appropriate communication channels.
- Promote awareness of burnout prevention strategies, available institutional resources such as the Employee Assistance Program (EAP), and departmental wellness initiatives including Wellness Wednesday activities.
- Support improvements to the work environment, such as quiet spaces, healthy food options, creative activities, and recognition of departmental contributions.
- Encourage participation in wellness activities and help connect colleagues with appropriate resources or support when needed.
- Collaborate with departmental leadership and allied committees to align wellness initiatives with broader departmental and institutional priorities.
- Evaluate outcomes and use findings to improve wellness initiatives.
- Model respectful, inclusive, and collegial behavior within the department.

Meeting Schedule

The full committee will meet quarterly, with dates communicated in advance. Subcommittee leads will set meeting schedules based on their groups' assigned work, priorities, and reporting needs for the quarterly committee meetings.

Communication Protocols

The committee will use Microsoft Teams and in-person meetings for discussion and collaboration. Invitations, announcements, documents, and updates will be shared through the dedicated Teams channel and associated distribution group.

Subcommittee Structure

- Sustainability Subcommittee: Promotes sustainable practices and resources.
- Events Subcommittee: Organizes presentations and department-wide events.
- Communication and Engagement Subcommittee: Maintains the wellness website and administers surveys.
- Education Subcommittee: Focuses on burnout prevention and EAP awareness.
- Environment and Culture Subcommittee: Supports recognition, quiet spaces, healthy snacks, and arts contests, and selects Wellness Champions.

Alignment with Other Departmental Committees

The committee will coordinate with the service line Workforce Steering Committee on workforce development, retention, and workplace culture. It will also collaborate with the Pathology Health Equity Working Group to support equity, inclusion, and belonging in wellness and education initiatives. Members of the Environment and Culture Subcommittee are encouraged to participate in the Workforce Steering Committee retention workgroup and relevant health equity initiatives to share information and coordinate efforts.

Budget

Through the annual budget planning and approval process, the Committee Chair will propose and allocate approved funds to support programs, events, and resources. The committee may request additional departmental support as needs arise.

Scope Limitations

The committee does not provide clinical mental health care, crisis intervention, or human resources investigations. These responsibilities remain with the appropriate institutional departments.

Charter Review and Revision

The committee may review and revise this charter as needed to reflect evolving departmental priorities, committee structure, institutional guidance, and lessons learned from its work. Proposed changes will be discussed by the committee and communicated to departmental leadership.

Conclusion

This charter guides the Wellness Committee's operations by establishing clear responsibilities, structured communication, and a commitment to supporting the well-being of faculty, laboratory technologists, staff, and trainees throughout the Department of Pathology.