**First Meeting Agenda Facilitator Sample**

[Company Logo]

**Workplace Wellness Committee Meeting**

Workplace Name:

Date:

Time:

**AGENDA**

Introductions

Orientation to Wellness

Committee Name

Vision Statement

Committee Chairperson and Committee Secretary Selection

Define roles for committee members

Employee Interest Survey

Management Support Strategies

Schedule Future Meetings

Adjourn

Adapted from the University of Washington, Health Promotion Research Center HealthLinks Toolkit. Available at: <https://depts.washington.edu/hprc/healthlinks-training-resources/toolkits-and-other-resources/9-wellness-committee-1st-meeting/>