Developing a Vision and Mission Statement

Vision and Mission Statement Worksheet

Activity Instructions: Individually, fill out your ideas regarding the vision and mission of the Health and Safety Committee. You’ll have around 15 minutes to think about this. Then, find a partner and share your ideas and revise your statements to reflect your new collaboration. Use the following questions to evaluate the effectiveness of your draft vision and mission statements:

- Could someone reading your statements recognize that it is your committee’s vision and mission and not another’s?
- How might your statements help your committee make decisions about its priorities, actions and responsibilities?

You’ll have about 15 minutes to do this. Then, you’ll discuss everyone’s ideas and refine them into a single vision and mission statement.

“Vision” is a guiding image of success. It is pursuit of this shared image of success that inspires, motivates and guides people to work together. Some criteria to guide in developing and assessing the effectiveness of a vision statement are:

- It answers the question, “What will success look like?”
- It is compelling.
- It challenges and inspires the group to stretch its capabilities to achieve its purpose.
- It focuses first on the group to be served or impacted.
- It describes what the organization will look like when functioning effectively.

Consider the following:

Think about the committee’s “values,” which are beliefs that your committee’s members hold in common and endeavor to put into practice. Values guide your committee’s members in performing their work. They answer the question—“What are the basic beliefs that we share as a committee?”

Examples of key action words to use in vision and mission statements:

- Collaborate
- Empower
- Engage
- Achieve
- Instill
- Develop
What are your key action words?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

YOUR Vision Statement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

“Mission” describes the overarching purpose of the committee—the reason it exists. What is the problem(s) that your committee seeks to solve? What need(s) does this committee seek to resolve? It should include a sentence that describes the end result the committee seeks (e.g., to increase, to decrease, to prevent, to eliminate, etc.), identification of the problem or condition to be changed, and some activity you will be doing to accomplish your purpose.

YOUR Mission Statement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
REVISION No.1: Vision and Mission Statement Worksheet

COMBINED Vision Statement:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

COMBINED Mission Statement:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
REVISION No. 2: Vision and Mission Statement Worksheet

FIRST DRAFT GROUP Vision Statement:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

FIRST DRAFT GROUP Mission Statement:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

For more information, contact the health and safety team at 4healthandsafety@aft.org [May 2022]