



## Wellness Council Chair Checklist

	COMPLETED
<ul style="list-style-type: none"> <li>• <b>Build your agency's Wellness Council</b> <ul style="list-style-type: none"> <li>○ Recruit Wellness Council members</li> <li>○ Communicate with your Wellness Council members</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Communicate with your agency</b> <ul style="list-style-type: none"> <li>○ Determine the best method for communicating (as well as frequency, who will send info, etc.)</li> <li>○ Seek approval first               <ul style="list-style-type: none"> <li>▪ Connect with your Public Information Officer</li> <li>▪ Connect with your internal legal counsel</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Schedule regular meetings with your Wellness Council members</b> <ul style="list-style-type: none"> <li>○ Discuss the <a href="#">Quarterly Activity List</a>, activities, etc.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Delegate action items to Wellness Council members</b> <ul style="list-style-type: none"> <li>○ Divide workplace wellness activities among Wellness Council members</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Inform your assigned Working for a Healthier Tennessee Wellness Coordinator</b> <ul style="list-style-type: none"> <li>○ Share info about events, activities, challenges and success stories</li> <li>○ Submit photos for the WFHTN website and social media</li> <li>○ Turn in Quarterly Activity Lists</li> <li>○ Submit <a href="#">Wellness Council Budget Request Form</a> as needed</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Attend Working for a Healthier Tennessee meetings</b> <ul style="list-style-type: none"> <li>○ Monthly Wellness Council Webinars</li> <li>○ Optional Quarterly Water Cooler Talk</li> <li>○ Annual Awards Celebration</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Find a Wellness Council Chair successor</b></li> </ul>	<input type="checkbox"/>