

BUILD AND MANAGE YOUR WELLNESS COMMITTEE



A STEP-BY-STEP GUIDE

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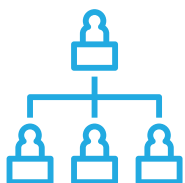
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WELLNESS COMMITTEE CHECKLIST



MISSION OF WELLNESS

- ☐ Use the LivingWell Regional Well-being Coordinator (RWC) [Territory Map](#) to contact your RWC who can help you promote and elevate worksite wellness.



LEADERSHIP SUPPORT

- ☐ Determine a list of potential employees to fill the role of Wellness Committee Lead.
- ☐ Customize the [Letter to Organization](#) template.
- ☐ Create a digital form using the [Wellness Committee Lead Interest Form](#) template and insert the digital form link in your customized Letter to Organization.
- ☐ Send your customized Letter to Organization to the list of potential employees to fill the role of Wellness Committee Lead.
- ☐ Choose Wellness Committee Lead from those who expressed interest.



BUILD AND MANAGE THE WELLNESS COMMITTEE

- ☐ Customize the [Recruitment Email template](#). Create a digital form using the [Wellness Committee Application Form](#) template to gather interest in wellness committee participation and insert the digital form link in your customized Recruitment Email.
- ☐ Send your customized Recruitment Email to potential wellness committee members.
- ☐ Create a spreadsheet or download responses from the digital form to organize applicant contact information.
- ☐ Customize the [Welcome Email to New Members](#) template to send to new committee members, outlining the first meeting date/time/location and the meeting agenda.
- ☐ Set wellness committee meeting cadence for future meetings and invite your RWC.
- ☐ If you are meeting virtually, consider using the [Best Practices for Virtual Engagement](#) as a guide for successful virtual meetings.
- ☐ Work alongside your RWC to customize and send the Employee Well-being Interest Survey with the organization.
- ☐ Discuss survey results with your RWC and utilize feedback to plan wellness initiatives in collaboration with your RWC. Review the [RWC Menu of Events and Presentations](#) to explore the types of events your RWC can provide to your organization.



MEASURE SUCCESS

- ☐ Determine your desired method for tracking success.
- ☐ Collect data on the success and impact of wellness initiatives.
- ☐ Customize and use the [Testimonial Collection Form](#) to learn about wellness journey successes to share with the organization.
- ☐ Make adjustments along the way to wellness planning based on feedback.

MISSION OF WELLNESS



INTRODUCTION

All organizations can benefit from the formation of a wellness committee! A wellness committee's purpose includes setting goals for wellness initiatives and a vision for the wellness program. They are instrumental in the development of an quarterly or annual plan to engage employees in workplace wellness.

This step-by-step guide includes best practices and resources for forming a workplace wellness committee or ensuring the effectiveness of your current wellness committee. You will discover the importance of leadership support, how to recruit wellness committee members, how to engage your workplace in wellness, as well as how to measure and celebrate your organization's success.

THE IMPORTANCE OF PARTNERING

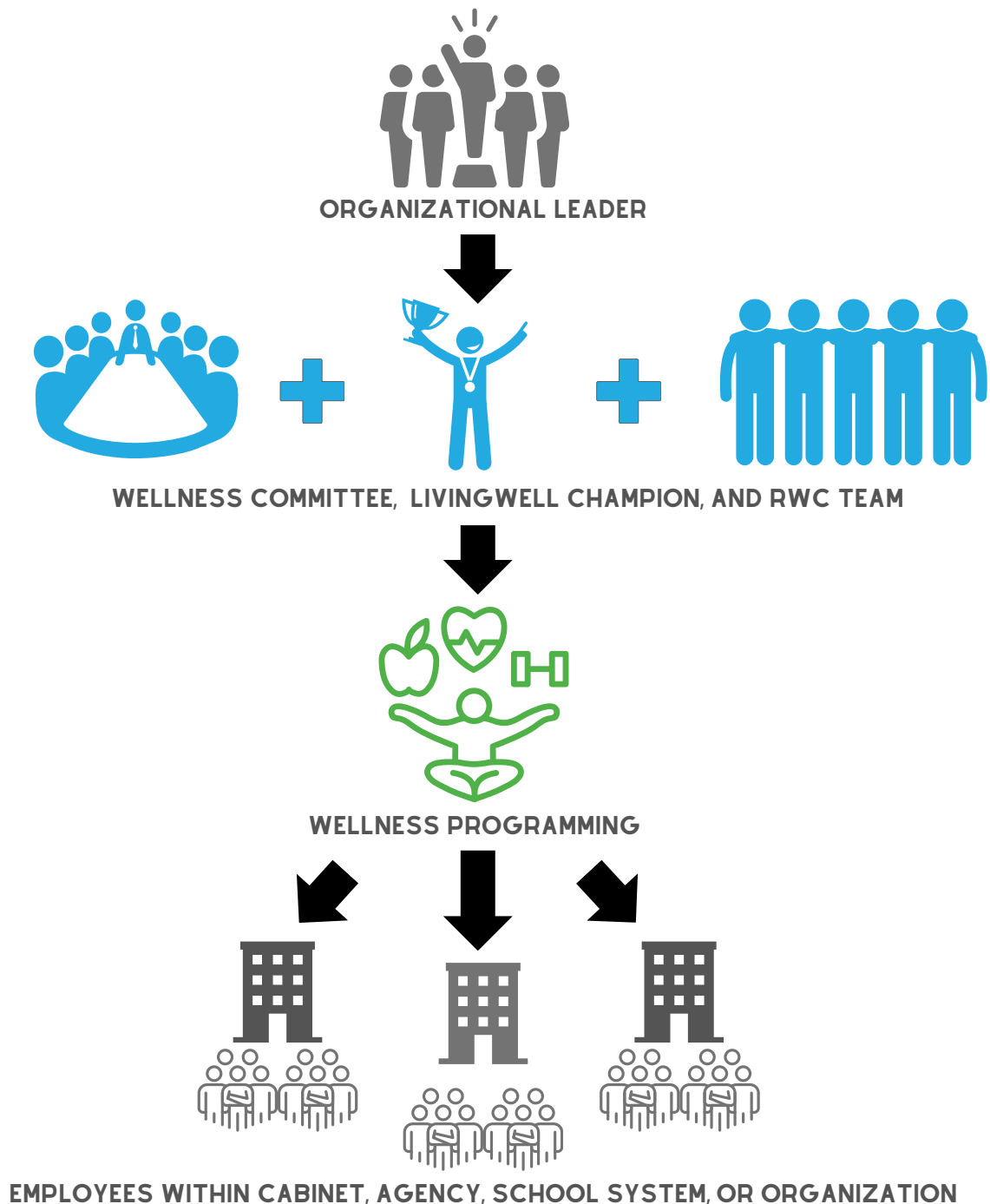
Organizations looking to create a wellness committee or strengthen their existing committee don't have to do it alone. The LivingWell Regional Well-being Coordinator (RWC) team and LivingWell Champions are available to help! The RWC team consists of five RWCs, assigned by region, who are wellness professionals trained in assisting organizations in increasing awareness of benefits, driving Kentucky Employees' Health Plan (KEHP) LivingWell program engagement, and supporting wellness initiatives. They are passionate about helping the Commonwealth of Kentucky create healthier and happier workplaces. Connect with your RWC by finding the county of your worksite on the [RWC Territory Map](#), also found on the Personnel Cabinet's [Wellness Programs](#) webpage.

RWCs recruit and support a network of LivingWell Champions. Champions are employees at worksites across the Commonwealth who promote the LivingWell program and other wellness benefits offered through KEHP within their workplace. Champions make excellent wellness committee leads or members because they help create a culture of wellness within their workplace, encourage engagement in the LivingWell program, equip their co-workers with tools and resources to support wellness initiatives, and inspire their colleagues through leadership, enthusiasm, and guidance from the RWC team.

LEADERSHIP SUPPORT



As leaders, you are vital to the success of wellness programming. You provide vision, resources, role modeling, accountability and support, while also influencing culture and engagement. Your involvement in the formation of a wellness committee can significantly enhance the effectiveness and sustainability of wellness initiatives.



LEADERSHIP SUPPORT



A key step in establishing your committee is identifying a Wellness Committee Lead. The Wellness Committee Lead should be someone with direct influence on the workplace culture. This person will spearhead efforts to develop a strategy for your organization's wellness program. Individuals in positions to consider for this role include, but are not limited to:

- Human Resource Director, Manager, or Benefits Coordinator
- LivingWell Champion
- Senior Team Lead
- Health and/or Safety Officer
- School Nurse or Physical Education Teacher
- Department/Division team leader
- Employee wellness advocate with an interest in workplace well-being

To establish your Wellness Committee Lead, utilize the [Letter to Organization](#) template to help prompt employees who are interested in leading the committee to fill out the [Wellness Committee Lead Interest Form](#). Feel free to use the templates provided, or use your organization's preferred method of compiling the feedback of those who might be interested in participating.

Organizations may already have one or more LivingWell Champions who are currently creating healthy worksites through their partnership with their RWC. To learn more about LivingWell Champions, refer to the [Wellness Toolkit](#). Having a LivingWell Champion as a Wellness Committee Lead or member can provide the perfect opportunity for that Champion to open the door to grow their organization's worksite wellness program. Organizational leaders and existing LivingWell Champions should connect with each other to establish an understanding of the work in progress, as well as the direction of future efforts.

BUILD AND MANAGE THE WELLNESS COMMITTEE



Once a Wellness Committee Lead has been identified, it is time to recruit wellness committee members.

WHO MAKES A GOOD WELLNESS COMMITTEE MEMBER?

LivingWell Champions are excellent candidates to lead and/or join a wellness committee, though anyone with a passion for wellness can bring value to a committee, especially those that demonstrate the following:

- Passionate about health and well-being, and already actively engaged in your company's well-being program.
- Desire to advocate for creating a culture of well-being, and is comfortable recruiting support, speaking in meetings, and proactively engaging others.
- Interest in leadership and helping others, and is willing to make a reasonable time commitment to the role.
- Organized, since running well-being program initiatives and delegating tasks to others requires organizational skills.
- Likes to have fun, because wellness events that are fun are better attended.
- Willing to represent the interests and voices of colleagues.

BUILD AND MANAGE THE WELLNESS COMMITTEE



GATHER INTEREST

Spread the word that you are looking for members to join a wellness committee via communication methods such as newsletters, posters, flyers, chat groups, social media, and/or email.

- If you'd like to solicit interest via email, you can customize the [Recruitment Email template](#).
- Determine a plan of action to build your wellness committee, including customizing the [Wellness Committee Application Form](#) and link to that form in the customized Recruitment Email you send to employees.

ESTABLISH THE COMMITTEE

Once you have gathered interest, it's time to make sure all departments are represented and ensure that the group reflects the diversity of your population.

- Creating a spreadsheet with applicant information can be helpful in identifying gaps as well as distributing important information.
- TIP: If you customize and send the Wellness Committee Application as a digital form, you can download and save the responses.

WELCOME YOUR NEW MEMBERS

- Use the [Welcome Email](#) template to customize and send an email to officially welcome new wellness committee members. Include important next steps in the email, such as date, time, and agenda, and location for the first meeting.

BUILD AND MANAGE THE WELLNESS COMMITTEE



GET STARTED

- Set a meeting cadence convenient for the group. It is recommend to meet monthly.
- Your RWC can help you to customize the Meeting Agenda template to help build your first meeting agenda topics as well as agendas for ongoing meetings.
- Designate roles and responsibilities for committee members.
- Determine a mission and vision for your committee so you stay on task.
- Decide how post-meeting action steps will be handled within the committee and determine deadlines for accountability.
- Employees should know who is on your wellness committee! This can be done by creating door signs or email signatures and communicating through your agency newsletter or intranet site.
- If you are meeting virtually, consider using the Best Practices for Virtual Engagement as a guide for holding successful virtual meetings.

SEND AN INTEREST SURVEY

- Your RWC can create an Employee Well-being Interest Survey with you as a helpful tool to gauge wellness event interest within the organization.
- Deploy the survey and discuss the areas of greatest interest to the majority of employees with your RWC.
- Determine what engagement can look like across your organization and involve your RWC in the events that are planned.

PLAN AHEAD

- Brainstorm practical initiatives for implementation at your workplace.
- Consider your organization's overall event calendar and determine ways to incorporate wellness initiatives.
- Designate a shared folder where meeting minutes and survey results are stored so all committee members have access to the data.

BUILD AND MANAGE THE WELLNESS COMMITTEE



ADDITIONAL SUPPORT FROM YOUR RWC

Your RWC is available for additional support throughout the planning and implementation process and can be contacted via email or phone to provide you with resources every step of the way!

- Consider including your RWC in your committee meetings or share meeting minutes with your RWC for added input.
- Review the [RWC Menu of Events and Presentations](#) to explore the types of events your RWC can provide to your organization.
- RWCs can brainstorm ideas with you, help you plan events, or offer prizes to give away at your events.
- Review your organization's upcoming events and strategize how your RWC can provide further support by incorporating wellness initiatives during these prescheduled employee events.

MEASURE SUCCESS



IMPACT

It's important to measure the impact of your wellness committee to ensure it is providing the desired value to the organization such as:

- Improving employee health and well-being
- Increasing productivity
- Decreasing employee absenteeism
- Increasing employee reported job satisfaction

A plan for measuring your impact can include:

- Sending an employee satisfaction survey
- Analyzing annual employee absentee rates
- Tracking attendance of events hosted by the wellness committee
- Collecting post-event feedback

TESTIMONIALS

Numbers are important, but personal endorsements from employees—with permission—are powerful, motivating, and can communicate to key stakeholders the positive impact of the program. Consider customizing and using the [Testimonial Collection Form](#), and be sure to share testimonials with your RWC!