



Wellness Council Chair Checklist

	Completed
<ul style="list-style-type: none"> • Build your agency's Wellness Council <ul style="list-style-type: none"> ○ Recruit wellness council members. ○ Communicate with your Wellness Council members. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Communicate with your agency <ul style="list-style-type: none"> ○ Determine the best method for communicating, as well as frequency, who will send information, etc. ○ Seek approval first! <ul style="list-style-type: none"> ▪ Connect with your public information officer. ▪ Connect with your internal legal counsel. <ul style="list-style-type: none"> • For physical activities and events hosted by your Wellness Council, a department-specific liability waiver is required. Here's sample language to use as a reference. Each department is responsible for developing their own liability waiver. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Schedule regular meetings with your Wellness Council members <ul style="list-style-type: none"> ○ Discuss the Quarterly Activity Lists, ideas, action items, etc. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Delegate action items to Wellness Council members <ul style="list-style-type: none"> ○ Divide to-dos among Wellness Council members. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Inform your assigned Working for a Healthier Tennessee Wellness Coordinator <ul style="list-style-type: none"> ○ Submit information about events, activities, challenges and success stories. ○ Submit photos (with permission) for social media. ○ Submit Wellness Council budget requests as desired. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Attend Working for a Healthier Tennessee meetings <ul style="list-style-type: none"> ○ Monthly Wellness Council webinars are the first Thursday of the month at 9 a.m. CT. ○ Annual Celebration 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Find a Wellness Council Chair successor 	<input type="checkbox"/>

