



Wellness Council Chair Checklist

	Completed
<ul style="list-style-type: none"> • Building your Wellness Council <ul style="list-style-type: none"> ○ Recruiting wellness council members ○ Communicating with your wellness council members 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Communicating with your Department <ul style="list-style-type: none"> ○ Determine best method for communicating (frequency/who sends emails/etc.) ○ Seek approval first <ul style="list-style-type: none"> ▪ Connect with your Public Information Officer (PIO) ▪ Connect with your internal legal department 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Schedule Regular Meetings with Wellness Council Members <ul style="list-style-type: none"> ○ Discuss Point Tracker (PT), programming, etc. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Delegating Programming to Wellness Council Members <ul style="list-style-type: none"> ○ Divide Point Tracker activities between wellness council members/regions 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Communicating with your Assigned Regional Wellness Coordinator <ul style="list-style-type: none"> ○ Quarterly Point Tracker submission ○ Submit proper Budget Request Forms ○ Success story submission ○ Events/activities/challenges ○ Photos for "What's Going On Across TN" and social media 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Working for a Healthier TN (WFHT) Meeting Attendance <ul style="list-style-type: none"> ○ Monthly wellness council webinars ○ Quarterly Water Cooler Talk (WCT) ○ July annual celebration 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Finding a Wellness Council Chair Successor 	<input type="checkbox"/>