**Worksheet 2: Questions to Consider When Organizing a Well-being Committee**

Before you begin contacting potential partners, it is important to know exactly what you are asking of them. Here are a few questions to consider beforehand.

1. How many committee members do you need, and what type of skills should they have?
2. What is the expected time commitment? (How many hours per month for how long?)
3. Will the members be expected to represent their department/division/college or other aspects of the campus community?
4. Which Diversity, Equity, and Inclusion Frameworks will your well-being committee utilize to ensure the inclusion of a diverse campus community?
5. Identify Institutional challenges. (Change of leadership, pandemic constraints, resources)
6. Where will the minutes/initiative documents be stored for the committee to access? (Google Drive, Box, Teams, etc.)
7. Who will serve as the Well-being Committee leaders(s)?
8. Identify your key partners, collaborators, and stakeholders in this work.
9. Where when how often will you meet?
10. In what ways will you measure the Well-being initiative’s progress?
11. What data sources do we have/need to develop some key performance indicators and/or shared outcomes? (NCHA, NFSHA, Institutional surveys, NSSE, Healthy Minds)

**Adapted from material in the public domain:**U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion. (n.d.). Healthy People 2020 Program Planning Tools. Retrieved June 2012, from <http://www.healthypeople.gov>.

**Original source:**  
Public Health Foundation, under contract with the Office of Disease Prevention and Health Promotion, Office of Public Health and Science, U.S. Department of Health and Human Services*.* (2002, February). *Healthy People 2010 Toolkit: A Field Guide to Health Planning* (p. 46). Washington, DC: Public Health Foundation.

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