Work Well Advisory Board Charter

**Charge:** The purpose of the Work Well Advisory Board (WWAB) is to advise and make recommendations to the Coordinator of Work Well to shape programs, goals and objectives to build a culture of wellness for UND staff and faculty.

**Membership:**

**Executive Team - Required Members:**
- Coordinator for Work Well (ex-officio*)
- Human Resources and Payroll Services
- Associate Vice President for Health & Wellness
- Coordinator's boss (ex-officio*)
- Office of Safety
- University Relations
- Dining Services
- Facilities Management
- Off-site representation
- Staff Senator – staff member
- University Senator – faculty member

**Members at Large:**
- Work Well Ambassador (1)
- At-Large faculty member (3-4)
- At-Large staff members (1-2)
- Other: BCBS/NDPERS representative (1)

*Ex-Officio are members without voting rights because these persons provide oversight and/or supervision to the program.

Recruitment of at-large members will occur through personal request and/or nominations via a U-letter request annually.

**Election of Members:**

At-large members will be required to fill out a “Nomination Form.” The current WWAB will review the application annually. They will review all new applications during the summer meeting. They will elect the members to fill any vacated position(s) to start filling their role at the November meeting.

**Terms:** The term of membership will run from September 1 through August 31.

- The term of membership for the Executive Team members will be three years with unlimited terms per the Board's annual approval. If the member cannot attend the meeting, they should request another person from their office to attend in their absence. The position is required, so if the Board member opts out after the three year term, they must find a replacement form their department/division.
- The term length of the Staff Senator and University Senator is based on current election term with governmental bodies. The Board will review their terms annually. If the member
is no longer a Senator, they can apply to continue in the At-Large capacity and the Work Well Coordinator will request a new representative.

- The length of a term for at-large members, will be one year, and membership will be reviewed annually. Members will be eligible for re-appointment to additional terms without being required to fill out another nomination form.
- All members will be required to complete a renewal form by September.

**Frequency of Meetings:** The WWAB will convene annually with meetings occurring four times per year in August, November, February and May but may meet more often for certain needs such as strategic planning or smaller committee work. The November, February and May meetings will be scheduled for 1.5 hours and the August meeting will be scheduled for two hours annually.

**Notice of Meetings, Meeting Agenda and Supporting Material:** Members will be sent calendar invites for all meetings by September. Members will again be informed via e-mail by the Coordinator, at least five business days in advance of when a meeting is to be held. The agenda and supportive materials will be provided at least 7 days prior to the meeting date.

**Minutes:** WWAB minutes will be kept and electronically distributed to members between meetings.

**Meeting Quorum:** A simple majority of members will constitute a quorum.

**Member Duties:**

The Coordinator shall preside over all meetings. They shall provide administrative support to the WWAB to assist with coordination of meetings and will request student assistance or a minute taker to record notes from the meeting.

The Advisory Board Executive Team and Members At-Large are expected to: review materials prior to meetings, attend meetings to represent your constituent base and participate in at least one Work Well activity annually.

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**President of University**
Robert O. Kelley, PhD

**Health and Wellness Unit**
Laurie Betting, PT, DPT
Jenn Puhl Winkler, MS
Karina Wittmann, LRD

**Coordinator of Work Well**
Kim Ruliffson, MPA

**Partners – on and off campus**

**Advisory Board**
Executive Team and Members At-Large

**Work Well Ambassadors**
(volunteers in departments)

**Student Assistant and Graduate Research Assistant**