

How to Form a Community Health & Wellness Coalition:

1-Determine who the stakeholders are in your community related to Health & Wellness:

(Examples: Parks and Recreation Department, Utah State Health Department-Regional Rep, School District, Local Hospital, Local Gyms, etc...)

2-Invite everyone to an introductory meeting:

Key things to discuss in this meeting include:

- Welcome everyone with the focus that you want to “improve health and wellness in your community”, that is the common denominator
- Determine how often the group will meet. (Not required, but a good recommendation is monthly at lunch. That way people can bring their sack lunch with them and not miss work time.
- Where will you meet. It helps to meet in the same location for at least 1 year.
- Determine who will be the committee chair for the first year. This person will send out meeting reminders and develop the agenda.
- Develop “General” focus area for the committee, like activity & nutrition. (Note: it will be tempting to try and solve all of your community problems in the first meeting. The individual goals will come later)
- Make sure everyone is on the same page related to the importance of attendance. If the designated representative from an organization cannot attend, they should send a replacement, that way information and assignments flow.

3-Establish an Identity:

- Committee Name
- Committee Logo; most organizations have a graphic designer that can do this for no cost. Another option is to have a High School Graphic Design Class do this for you. Offering small prizes
- Later, as the organization is fully functioning, you can even designate a website.
- Logo Examples:



4-Discuss budget.

Most committee with goals will need basic funds or resources to get established:

- Option 1: Items of cost are shared by the committee as they arise and no formal budget is approved for the committee.
- Option 2: Each committee member organization pays a certain amount to part of the committee. (Example: \$250, \$500 or \$1000)
 - If you chose this method, assign someone to keep track of the budget and give monthly reports.
 - Where will the money be held?
 - This might work really well if you have a Non-Profit organization as part of the group, that requires less approvals and can write checks for committee invoices as they arise.
 - Another option is to get a committee checking account.

5-Assignments:

For accountability purposes, it is best to assign each organizational rep an assignment or focus area. They can help research information and that helps the group to assure that the committee chairperson doesn't get burned out.

6-Future Ideas:

As the group gets going, you might want to tackle one of the following:

- Establishment of one-time events, festivals, fairs or walking series.
- Tackle coalition strengthen community grants
- Expand your coalition and recruit additional organizational members

Benchmark other active Health & Wellness Coalitions:

There are many active groups throughout the United States. See what information is available. Two examples:

Healthy Dixie healthydixie.org

Healthy Visalia healthyvisalia.com

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