

## Project Charter

<b>Organization</b>	Northwest Colorado Health
<b>Project Name</b>	WISE Ambassadors
<b>Point Persons</b>	Suzi Mariano/Amanda Arnold
<b>Current Members</b>	Arin Daigneau, Becky Otis, Brittany Ahlgrim, Ellen Parri, Jane Addington, Jessica Breen, Jessica Horne, Kaitlyn Wondra, Lacey Manzanares, Marilyn Rieser, Mary Dean Stevenson, Robin Croop, Susan Petersen
<b>Purpose:</b>	The WISE Committee will create activities, tools and programs promoting high engagement, continuous improvement, and healthy, happy employees.
<b>Background:</b>	<p><b>WISE – Wellness, Inclusion, Support, and Equity</b></p> <p><b>Wellness is:</b></p> <ul style="list-style-type: none"><li>• Mental Health</li><li>• Physical Health</li><li>• Spiritual Health</li><li>• Appreciation/Incentive</li><li>• Security</li><li>• Growth/Opportunity</li><li>• Health &amp; Happiness</li><li>• Loving yourself</li><li>• Energized</li><li>• Sense of belonging</li><li>• Helping staff identify and become their best self, including physically, mentally, financially and emotionally.</li></ul> <p><b>Inclusion is:</b></p> <ul style="list-style-type: none"><li>• Communication</li><li>• Everyone feels included</li><li>• Honor all cultures</li><li>• Decision making</li><li>• Values</li><li>• Individuality</li><li>• Welcoming</li><li>• Trust</li><li>• Active listening and asking questions</li><li>• Sense of belonging</li></ul> <p><b>Support is:</b></p> <ul style="list-style-type: none"><li>• Active listening</li><li>• Giving</li><li>• Providing structure</li><li>• Meeting employees' individual needs for growth</li><li>• Creating opportunities to express ideas</li><li>• Honoring diversity</li><li>• Resources to do the job</li><li>• Clear expectations</li><li>• Empathy</li></ul>

	<p><b>Equity is:</b></p> <ul style="list-style-type: none"> <li>• Offering opportunities for all employees to excel to the same level</li> <li>• Level the playing field</li> <li>• Offering support to each employee based on where they currently are</li> <li>• Meeting employees where they are</li> <li>• Equity is access</li> <li>• Equity is top to bottom</li> </ul>
<p><b>Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Review data and identify issues. Use data to drive decision making.</li> <li>2. Seek structured feedback from coworkers.</li> <li>3. Create solutions to test.</li> <li>4. Provide advice and recommendations to the Executive Team to help promote high engagement, continuous improvement, and healthy, happy employees.</li> <li>5. Once a new or refined process is implemented, continue testing and refining the process based on ongoing feedback from employees.</li> <li>6. Utilize promising practices that model diversity, equity and inclusiveness.</li> <li>7. Act as ambassadors by communicating the work of the committee to peers and coworkers.</li> </ol>
<p><b>Authority and Accountability</b></p>	<p>The WISE Committee will meet monthly for two hours. Meeting dates will be scheduled in advance; meeting location and agenda will be determined prior to each meeting. Leadership liaisons will facilitate the meetings. At times there will be work that will need to be completed by committee members prior to the next meeting. All new initiatives need to be reviewed and approved by leadership liaisons. Initiatives will be guided by the overall strategic direction of the agency with project specific work done by this committee. All work done by the committee will be reviewed and approved by the Executive Team.</p>
<p><b>Group Norms</b></p>	<ul style="list-style-type: none"> <li>• Listen for Understanding</li> <li>• Embrace and Consider all ideas</li> <li>• Be Positive</li> <li>• Bring your best self</li> <li>• Commit</li> <li>• Be respectful</li> <li>• Be open minded</li> <li>• Suspend judgement</li> <li>• Make connections at each meeting or gathering</li> <li>• Included all voices</li> <li>• Remember our Collective Representation (community, work family)</li> </ul>
<p><b>Structure</b></p>	<p>Committee members are employees of Northwest Colorado Health. There are 14 – 16 employees that serve on the committee each year. Each employee commits to a one-year term with the option to be reappointed. Employees who would like to join must complete an application. Employees who are seeing reappointment will sign a letter of commitment for 1 more year. Committee members are appointed and reappointed by the Executive Team. The committee term is from April 1<sup>st</sup> of each year until March 31<sup>st</sup> of each year. This is an opportunity for employees to be part of the collective employee voice and learn about and connect with diverse programs, internal operations and other staff.</p>

## Appointment/Term

- Applications are accepted from any employee in the agency (except leadership team)
- Desire a wide variety of employees who represent each location and department.
- The applicant must have the support from his or her immediate supervisor.
- The applicant must submit a request to serve in writing.
- The Committee will solicit new members no later than February each year.
- Committee members are appointed by the Executive Team
- Committee members shall serve one-year terms and may serve for a maximum of two terms if they choose to.
- Appointed members begin their duties on April 1.