

Bylaws Document

Employee Wellbeing & Engagement

Updated 7.11.25

MISSION AND PURPOSE:

The Employee Wellbeing and Engagement Committee is dedicated to fostering an inclusive and supportive environment where every employee feels valued, recognized, and invited to participate fully in the life of our organization. Our mission is to celebrate the contributions of our workforce, promote opportunities for social connection and community building, and provide intentional support for new employees.

We are committed to creating a workplace that encourages work-life balance through initiatives such as celebrations, volunteer opportunities, family-friendly activities, and the promotion of restorative breaks and physical movement. We prioritize the mental and physical wellbeing of our employees by offering access to wellness resources, professional development, and staff events through the Montana University system.

Our goal is to build a cohesive campus community by providing opportunities for team building through social activities and offering a robust support network for all employees. Through these efforts, we aim to cultivate a thriving and engaged workforce committed to the success and wellbeing of each individual and the organization as a whole.

MEMBERSHIP:

This standing committee is comprised of a main committee and two standing workgroups. The workgroups are wellness and community building.

- Dean/CEO – chair

- HR Generalist - recorder
- Three to five representatives from staff
- Three to five representatives from faculty
- Three to five directors or executive directors

The Dean/CEO and HR Generalist are standing members of the committee. A three-year term is recommended for all other committee members.

The Dean serves as chair of the committee and the HR Generalist serves as recorder.

Each member will select one of the workgroups as their main focus. Within each workgroup a chair will be selected annually to organize the efforts of the group and report out in the main committee meetings.

MEETINGS:

The main committee meets once per month for coordination. The workgroups will meet at least monthly, but the frequency may vary depending on events and needs. At each main committee meeting, the workgroups will report on their activities. These reports will be included in the minutes to serve as the official record of activities.

DECISIONS:

Each workgroup will organize activities and/or events related to the charge. Recommendations will go through the main committee to the Dean's Cabinet for notification or final approval as appropriate.