



## **CONSIDERING STARTING A HEALTH BENEFITS COMMITTEE?**

### **Guiding Questions for Labor and Management Leadership Dialogue**

If you are considering forming an HBC, here are some key questions for the stakeholders in your district to consider:

What are our reasons for starting up an HBC?

Are the conditions in place for an HBC to function effectively, such as mutual respect and trust, and a commitment to open communication and cooperation?

Do we all agree this is best for our district and labor-management relationship?  
If yes, why? If not, why?

If we decide to start an HBC:

- What can we learn about best practices for effective HBCs, and from whom?
- What is the mission and scope of work for our HBC?
- What will our annual work plan be?
- Who should our members be and how will they be recruited/appointed?
- What responsibilities will members have?
- Who will prepare agendas and materials for our meetings? Who chairs our meetings?
- What kinds of information will we need and how do we obtain it?
- How will decisions be made?
- What types of records should we keep?
- How can we ensure open and effective communication with the people we represent?
- How will we deal with differences?
- How will we function effectively as a team?