

Culture Committee Starter Kit

A QUICK GUIDE FOR HR AND BUSINESS LEADERS





So, your workplace wants to build a little more “culture” but you don't want HR carrying it all on your shoulders. That's where a Culture Committee comes in. This kit gives you the tools to get started fast, with shared ownership and zero heavy structure.

Why Start a Culture Committee?

- **Shared ownership:** HR doesn't have to run every birthday, happy hour, or event.
- **More voices at the table:** People from different departments bring fresh ideas.
- **Engagement without burnout:** Small, fun touches without adding another “big program.”

Think of it as a team of volunteers who rotate, try out ideas, and keep things light but meaningful.



Rotating Committee Roles (Template)

Keeping things fresh is key. Rotate roles every 3–6 months so no one gets stuck forever.

Sample Roles:

- **Lead:** Schedules meetings and keeps things moving.
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- **Communicator:** Sends emails, posts on Slack/Teams.
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- **Planner:** Handles logistics (room booking, supplies, sign-ups).
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- **Connector:** Makes sure ideas reflect what employees actually want.

TEMPLATE:

Month	Lead	Communicator	Planner	Connector
Jan				
Feb				
March				

MONTHLY THEME PLANNING SHEET



Give each month a simple theme. It keeps things fun and prevents the “what should we do?” scramble.

Examples:

- January: New Year, Fresh Start → Vision board lunch
- March: Wellness Month → Step challenge
- July: Summer Social → Ice cream bar or outdoor lunch
- October: Spooky Fun → Costume contest, pumpkin carving

Month	Theme	Activities/Ideas	Who's Responsible	Budget

SHARED RESPONSIBILITIES CHECKLIST



Everyone chips in a little, it's not HR's job alone.

Checklist:

- Rotate roles every few months
- Plan one simple activity per month (doesn't need to be big)
- Share updates with employees (email, Slack, bulletin board)
- Ask for feedback after events
- Adjust based on what works / what flops

EXAMPLE RECRUITMENT EMAILS



Email to Recruit Members:

Hi [Name],

We're starting a Culture Committee to plan light, fun ways to keep our workplace connected. It's not a big commitment. We'll rotate roles so no one carries it all. Would you be interested in joining for the next few months?

Thanks for considering!

Email to Leadership for Support:

Hi [Leader],

We're pulling together a cross-functional Culture Committee to help spread engagement activities across the team. This gives HR support and encourages shared ownership. Could you help us identify 1-2 people from your team who might be interested?

Quick Reminders

- **Keep it simple. This isn't about giant events or huge budgets.**
- **Rotate often to avoid burnout.**
- **Celebrate small wins. Sometimes the little touches make the biggest difference.**

Bottom line: A Culture Committee spreads out the fun, keeps HR from owning it all, and gives employees a voice in shaping how work feels.