



Eat Smart, Move More NC Leadership Team Policies and Procedures

JOB DESCRIPTIONS & TERMS OF OFFICE

Executive Committee

The Executive Committee consists of the following positions: Chair, Vice Chair, Past Chair, Members at Large (3) and Coordinator. Each of these positions is described below:

Chair

This position is responsible for providing the leadership and direction to carry out the Leadership Team's mission. This position is responsible for convening regularly scheduled Leadership Team and Executive Committee meetings and will preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice Chair, Past Chair, Members at Large and Coordinator. The Chair serves for a period of one (1) year and may be reelected for an additional one (1) year term, after which they will serve one (1) year as Past Chair.

The Chair will:

- Schedule, oversee and lead quarterly Leadership Team meetings
- Schedule and oversee at least four (4) Executive Committee meetings each year
- Serve as a voting member of the Executive Committee and attend all meetings
- Work with the Coordinator to prepare the agenda for Leadership Team meetings and Executive Committee meetings
- Work in partnership with the Coordinator to make sure Executive Committee resolutions are carried out
- Call special meetings if necessary
- Act as spokesperson for the Leadership Team
- Rotate into the position of Past Chair following his/her one (1) year term as Chair (two (2) years if reelected to a second term)

Vice Chair

The Vice Chair serves for a period of one (1) year, at which time they will serve one (1) year as Chair. If the chair is elected to a second term, the Vice Chair automatically will serve a second year as Vice Chair.

The Vice Chair will:

- Attend quarterly Leadership Team meetings
- Serve as a voting member of the Executive Committee and attend all meetings
- Carry out special assignments as requested by the Chair
- Understand the responsibilities of the Chair and be able to perform these duties in the Chair's absence

Members at Large (3)

Members at Large serve for a period of one (1) year.

The Members at Large will:

- Attend quarterly Leadership Team meetings
- Serve as a voting member of the Executive Committee and attend all meetings
- Carry out special assignments as requested by the Chair

Past Chair

This position is responsible for offering expertise and continuity to the Executive Committee.

The Past Chair will:

- Attend quarterly Leadership Team meetings
- Serve as a voting member of the Executive Committee and attend all meetings
- Carry out special assignments as requested by the Chair
- Offer a historical perspective and insights during the meetings

Coordinator

The Coordinator has the primary responsibility of working with the Chair in setting the agenda and organizing meetings of the Leadership Team. He/she is responsible for the appointment, supervision and staff development of Ad-Hoc Committee Staff from the Physical Activity and Nutrition Branch, NC Division of Public Health. The Coordinator serves as permanent staff to the Leadership Team. The Coordinator will be the Branch Head, Physical Activity and Nutrition Branch, NC Division of Public Health.

The Coordinator will:

- Attend quarterly Leadership Team meetings
- Attend Executive Committee meetings
- Process membership applications from organizations whose purpose and mission support the Eat Smart, Move More NC movement
- Act as a spokesperson for the Leadership Team
- Select and supervise Staff Associates for all Ad-Hoc Committees
- Provide information, advice, and counsel to the Executive Committee in the creation of policies, programs, and strategic direction of the Leadership Team
- Develop meeting schedules, locations, agenda, and meeting materials for Leadership Team meetings
- Work with the Chair to prepare the agenda for Executive Committee and Leadership Team meetings

COMMITTEE DESCRIPTIONS Ad-Hoc Committees

Ad-Hoc Committees may be appointed by the Executive Committee as required to meet the needs of the Leadership Team. A specific charge will be provided to the Ad-Hoc Committee by the Executive Committee. A member of the Executive Committee will be assigned to each Ad-Hoc Committee and will report the committee's progress at Executive Committee meetings. The Executive Committee representative to the Ad-Hoc committee may or may not be the chair of the Ad-Hoc Committee. A staff member of the Physical Activity and Nutrition Branch, NC Division of Public Health will be assigned to each Ad-Hoc Committee to provide support. Ad-Hoc Committee membership will be made up of representatives from member entities who have the skills needed for the specific committee. Every effort will be made to select committee members that allow for the most member entities to participate. Representatives from member entities can request to be placed on Ad-Hoc committees based on their interest and expertise. Membership to Ad-Hoc committees will be limited to no more than 12 members to facilitate completing their charge in a timely manner.

