



## Eat Smart, Move More NC

# Organizational Structure

### EXECUTIVE COMMITTEE

The Executive Committee consists of the following positions: Chair, Vice Chair, Past Chair, Members at Large (4) and Coordinator. Each of these positions is described below.

### Chair

The Chair is responsible for providing the leadership and direction to carry out the mission of Eat Smart, Move More NC. This position is responsible for convening regularly scheduled 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 two (2) years and may be reelected for an additional term, after which they will serve as Past Chair.

*The Chair will:*

- Schedule, oversee and lead Eat Smart, Move More NC 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 Eat Smart, Move More NC meetings and Executive Committee meetings
- Provide information, advice, and counsel to the Executive Committee in the creation of policies, programs, and strategic direction of Eat Smart, Move More NC
- Work in partnership with the Coordinator to make sure Executive Committee resolutions are carried out
- Call special meetings if necessary
- Appoint Ad-Hoc Committees to perform specific tasks as needed by Eat Smart, Move More NC
- Act as spokesperson for Eat Smart, Move More NC
- Rotate into the position of Past Chair following his/her term as Chair

### Vice Chair

The Vice Chair serves for a period of two (2) years, at which time they will serve two (2) years as Chair. If the Chair is elected to a second term, the Vice Chair will automatically serve a second term as Vice Chair.

*The Vice Chair will:*

- Attend Eat Smart, Move More NC 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
- Serve as a spokesperson for Eat Smart, Move More NC

## Members at Large (4)

Members at Large serve for a period of two (2) years.

*The Members at Large will:*

- Attend Eat Smart, Move More NC meetings
- Serve as a voting member of the Executive Committee and attend all meetings
- Carry out special assignments as requested by the Chair
- Serve as a spokesperson for Eat Smart, Move More NC

## Past Chair

The Past Chair is responsible for offering expertise and continuity to the Executive Committee. The Past Chair serves for a period of two (2) years.

*The Past Chair will:*

- Attend Eat Smart, Move More NC 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
- Serve as a spokesperson for Eat Smart, Move More NC

## Coordinator

The Coordinator has the primary responsibility of working with the Chair in setting the agenda and organizing meetings of Eat Smart, Move More NC. The Coordinator is staff from the Community and Clinical Connections for Prevention and Health Branch, NC Division of Public Health and serves as staff to Eat Smart, Move More NC.

*The Coordinator will:*

- Attend quarterly Eat Smart, Move More NC meetings
- Attend Executive Committee meetings
- Work with the Chair to draft the agenda for Eat Smart, Move More NC meetings and Executive Committee meetings
- Work with the Chair to ensure Executive Committee resolutions are carried out
- Process membership applications from individuals and organizations whose purpose and mission support the Eat Smart, Move More NC movement
- Solicits information for and prepares quarterly Eat Smart, Move More NC e-newsletters
- Provide information, advice, and counsel to the Executive Committee in the creation of policies, programs, and strategic direction of Eat Smart, Move More NC
- Assist chair with creating meeting schedules, agendas and meeting materials as well as identifying meeting locations

## COMMITTEE DESCRIPTIONS Ad-Hoc Committees

Ad-Hoc Committees shall be appointed by the Chair with input from the Executive Committee to perform specific tasks as needed by Eat Smart, Move More NC.

*Ad-Hoc Committees shall:*

- Include a member of the Executive Committee who shall report the committee's progress at Executive Committee or Eat Smart, Move More NC meetings. The Executive Committee representative to the Ad-Hoc Committee may or may not be the chair of the Ad-Hoc Committee
- Include members 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

