



Eat Smart, Move More NC

Organizational Structure

EXECUTIVE COMMITTEE

The Executive Committee consists of the following positions: Chair, Vice Chair, Past Chair, and Members at Large. Each of these positions is described below. The Executive Committee will consist of six to twelve members.

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 Executive Committee and partnership 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. The Chair serves for a period of two years and may be re-elected for an additional term, after which they will serve as Past Chair. *The Chair will:*

- Schedule, oversee and lead Eat Smart, Move More NC partner meetings
- Schedule and oversee at least four Executive Committee meetings each year
- Prepare the agenda for Eat Smart, Move More NC partner 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
- Appoint subcommittees to perform specific tasks as needed by Eat Smart, Move More NC
- Serve as a spokesperson for Eat Smart, Move More NC
- Rotate into the position of Past Chair following the term as Chair
- Ensure Executive Committee resolutions are carried out

Vice Chair

The Vice Chair serves for a period of two years, at which time they will serve two 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 partner meetings
- Attend Executive Committee 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
- Take meeting minutes and notes of the Executive Committee. Prepare a monthly report for NCDPH–Community and Clinical Connections for Prevention and Health (CCCPH) Branch.
- Serve as a spokesperson for Eat Smart, Move More NC
- Lead the process of recruiting and onboarding new Executive Committee members

Past Chair

The Past Chair is responsible for offering expertise, counsel and continuity to the Executive Committee. The Past Chair serves for a period of two years. *The Past Chair will:*

- Attend Eat Smart, Move More NC partner meetings
- Attend Executive Committee 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

Members at Large

Members at Large serve for a period of two years. They can serve three consecutive two-year terms. *The Members at Large will:*

- Attend Eat Smart, Move More NC partner meetings
- Attend Executive Committee meetings
- Carry out special assignments as requested by the Chair
- Serve as a champion for Eat Smart, Move More NC
- Serve on one or more subcommittees
- Contribute content to the Eat Smart, Move More NC e-letters at least twice a year

Subcommittee Descriptions

Subcommittees have been established by the Executive Committee to perform specific tasks. Subcommittees appoint a Subcommittee Chair who must be an Executive Committee member. Additional ad-hoc committees can be appointed by majority vote of the Executive Committee to perform specific tasks as needed.

Partner Meetings: provides learning and networking opportunities where partners can learn from each other and learn best practices, as well as how to apply strategies outlined in our plan to their own work. Our subcommittee members develop meeting agendas, secure speakers and handle the meeting day logistics for both virtual and in-person partner meetings. We work closely with the communications subcommittee to ensure our partners receive regular meeting updates.

Partner Engagement: recruits and welcomes new partners to the Eat Smart, Move More NC movement; maintains updated contact information for partners; and identifies partner stories for the Communications Subcommittee to share.

Communications: aims to use tools, including social media, the newsletter, and website to reach a variety of partners, including professionals and individuals interested in supporting the movement; promote the Plan, core behaviors, and implementation of strategies within various sectors; connect partners and share local successes; and coordinate with other subcommittees of the movement to ensure continuity and connections in communication.

Administration: develops and coordinates overarching and long-term strategies for the Executive Committee and the movement, including operational procedures, sustainability planning and capacity building. The Chair, Vice Chair and Past Chair are standing members of the Leadership and Administration Subcommittee.

Subcommittees shall:

- Include a member of the Executive Committee who shall report the committee's progress at Executive Committee and Eat Smart, Move More NC partner meetings as requested. The Executive Committee representative to the Committee may or may not be the chair of the Committee.
- Include members who have the skills needed for the specific committee.