

North Carolina Action for Healthy Kids

OPERATING GUIDELINES

I. NAME

This organization shall be known as North Carolina Action for Healthy Kids (NCAFHK).

II. MISSION

North Carolina Action for Healthy Kids is working to improve children's nutrition and physical activity in schools by collaborating with diverse stakeholders in advocating, promoting and implementing national and state initiatives.

The purpose of NC Action for Healthy Kids is to advance common and shared goals of the team, not to endorse or promote the goals or agendas of member stakeholders.

III. MEMBERSHIP

A. NCAFHK is open to volunteers dedicated to the mission of the coalition. NCAFHK will recognize three types of membership:

1. **Organizational Volunteers** will be solicited from applicable stakeholder organizations that have an interest in school health, nutrition, and physical activity and their impact on youth. Volunteers representing their organization will be speaking on behalf of that organization.
2. **Individual Volunteers** who have an occupational or other direct interest in school health, nutrition and/or physical activity and their impact on youth. Individual volunteers can be parents, dietitians, teachers, nurses, community and business members, etc.
3. **Supporting Volunteers** will meet specifications of either individual or organizational volunteers (as above) who are informed about and support the NC Action for Healthy Kids mission, goals, and Team efforts, but cannot dedicate the time necessary to be an active volunteer.

B. All volunteers should have an interest in making a difference for school health on a statewide basis. We will strive for cultural diversity, as well as appropriate ethnicity and regional representation.

C. Team volunteers will work under the guidelines of a 501(c)3 non-profit group, under the non-profit status of national Action for Healthy Kids.

- D. Volunteers will be expected to support and work toward the common goals and objectives identified in the Mission Statement in an active manner, which involves at least one of the following on a consistent basis:
 - Meeting attendance and participation
 - Response to emails
 - Feedback on state team documents (comments, edits, approval)
- E. Volunteers of the NC Action for Healthy Kids Team will be responsible for implementation and support of the goals and objectives as established by the state team. These goals and objectives will be established on a statewide basis.
- F. Potential volunteers will be asked to fill out a membership application and provide contact information.
- G. All volunteers will be asked to make at least a 3-year commitment to NCAFK.
- H. State Team volunteers may be removed when sufficient cause exists for such removal.

IV. STRUCTURE OF NC ACTION FOR HEALTHY KIDS

The NC Action for Healthy Kids consists of a Steering Committee and eight (8) Regional Teams. The Regional Teams operate in cooperation with NC Action for Healthy Kids. NC Action for Healthy Kids provides infrastructure as well as organizes and supports work being done at the local level. Each region has an appointed liaison who is a member of the Steering Committee.

V. STEERING COMMITTEE

- A. The Steering Committee shall be the leadership, or executive, decision-making group for NCAFK.
 - 1. The Steering Committee will consist of a chair or two co-chairs, secretary, immediate past chair, state team liaison, a representative of NC Healthy Schools, committee chairs and eight regional liaisons.
 - 2. All above named members of the Steering Committee will be voting members.
 - 3. Additional non-voting member(s) may be added as resource members.
 - 4. Steering Committee members must serve as an officer of the team, or as a leader or member of a Sub-Committee.
 - 5. All Steering Committee members will serve 2-year terms as follows:
 - The Chair and Co-Chair will serve staggered 2 year terms

- The Secretary will also serve staggered 2 year terms
- Steering Committee members may serve more than one two-year term.

B. Protocol for voting

1. The voting Steering Committee members present shall constitute a quorum.
2. Each Steering Committee member shall have one vote and such voting will not be done by proxy.
3. Each organization represented on the committee shall have one vote.
4. Voting will be conducted by consensus. Those members not in agreement will be allotted 3 minutes to address their objections. Additional voting will ensue until that time that a consensus is reached.
5. If a Steering Committee member has a conflict with any issue being discussed, he or she may excuse themselves from voting on that issue.
6. Each Steering Committee member should be prepared to uphold all decisions of the Steering Committee.
7. Vacancies in the Steering Committee shall be filled by a vote of the remaining Steering Committee members.
8. The Steering Committee can modify the composition of the general membership and the Steering Committee with consensus.

C. Steering Committee Responsibilities

1. Steering Committee meeting attendance is expected. Members must attend 75% of meetings to retain their position on the committee.
2. Makes decisions about team administration.
3. Recruits, retains and engages volunteers.
4. Maintains Operating Guidelines.
5. Oversees action plan implementation.
6. Manages funds.
7. Reports to national organization.
8. Performs other operational functions as necessary.
9. Must serve as an officer of the team, or as a leader or member of a Sub-Committee.

D. Removal

1. A Steering Committee member may be removed by a vote of the Steering Committee when sufficient cause exists for such removal.

VI. MEETINGS

- A. Steering Committee meetings will be held on a quarterly basis or more often as needed, and announced at least 15 days in advance.
- B. Meetings will be held via teleconference or at a location to be determined at the meeting immediately preceding.
- C. The length of each meeting will be determined at the preceding meeting, based on agenda items.
- D. State Team meetings will be held at least annually at the discretion of the Steering Committee.
- E. Regional meetings will be held as needed at a location to be determined at the meeting immediately preceding and/or regional team members will attend other regional coalition or School Health Advisory Council meetings as representatives of NCAFHK.
- F. Order of Business
 1. Approval of Minutes
 2. Report from Chair
 3. National Update
 4. Budget Report
 5. Report from Committees
 6. Action Plan Progress
 7. Old and Unfinished Business
 8. New Business and Issues brought forth from State Team
 9. Adjourn

VII. OTHER MEANS OF BUSINESS

Steering Committee meetings may be held in person or via conference call, and members may attend a meeting from a remote location. The Steering Committee may also transact business by regular or electronic mail, conference calls, videoconference, Internet meetings or fax, indicating time and date when votes must be cast.

VIII. OFFICERS

- A. Protocol for Selecting Officers:

1. There will be a Chair or two Co-Chairs and Secretary selected by the Steering Committee.
2. The Steering Committee will call for volunteers and nominations for officers from the Steering Committee.
3. Chair and co-chair nominees must have a minimum of one year of experience on the NCAFHK Steering Committee before being nominated for office.
4. New officers will take office beginning July 1 each term.
5. The Steering Committee may replace or remove any officer who is unable to continue to meet position responsibilities by a vote of the Steering Committee.

B Officers Roles & Responsibilities

1. Chair or Co-Chairs
 - a. Is the chief spokesperson(s) representing NC Action for Healthy Kids.
 - b. Presides at General and Steering committee meetings.
 - c. Prepares the agenda for General and Steering Committee meetings.
 - d. Establishes dates and times for general and Steering Committee meetings.
 - e. Ensures that the team is making progress towards its mission, goals, and objectives.
 - f. Coordinates and reports activities of the Ad hoc and standing Committees.
 - g. Works with Liaison in compiling reports to national Action for Healthy Kids on current activities and projects.
 - h. Obtain or schedule financial reports from AFHK for regular updates during Steering Committee Meetings
 - i. Ensure all financial obligations are met
2. Immediate Past Chair
 - a. Mentors Chair and Co-chair.
 - b. Identifies and nominates members for roles on the Steering Committee.
 - c. Performs other duties as directed by Chair.
3. Liaison
 - a. There will be a representative from the local Dairy Council who will be the primary liaison to National Action for Healthy Kids.
 - b. The Liaison is a voting member of the Steering Committee.

- c. He/she will also provide information to the state team on financial resources from the national group and report to the national organization on progress made by the state team.
 - d. The Liaison will work closely with the Chair(s) to ensure that NC Action for Healthy Kids is working to accomplish the goals of the state plan in an effective and efficient manner.
4. Secretary
- a. Updates Operating Guidelines, Action Plan and other official documents.
 - b. Accurately records minutes of General and Steering Committee meetings.
 - c. Records, compiles, and duplicates minutes of meetings and sends to members within 7 days of meetings.
 - d. Works with the Chair to schedule location of meetings, coordinates conference calling as needed.
 - e. Notifies members of upcoming meetings, location, and times.
 - f. Sends out agenda of scheduled meetings.
 - g. Performs other duties as directed by Chair.
5. Membership Chair
- a. Receives membership updates from National AFHK.
 - b. Welcomes and orients new members.
 - c. Conducts quarterly new member orientation webinars.
 - d. Collects and updates member information.
 - e. Communicates updated member information to National AFHK.
 - f. Performs other duties as directed by Chair.
6. Ad Hoc Committee Chair(s)
- a. Ensure that the Ad Hoc Committee accomplishes the goals set out in the Action Plan under its purview.
 - b. Facilitate Ad Hoc Committee meetings.
 - c. Coordinate work with other Ad Hoc Committees.
 - d. Communicate Ad Hoc Committee reports to the Steering Committee and Chair/Co-Chair.
 - e. Performs other duties as directed by Chair.

7. Communications Chair
 - a. Oversees the NCAFHK web page on the National AFHK Web site.
 - b. Publishes the NCAFHK newsletter twice a year.
 - c. Regularly updates NCAFHK web site.
 - d. Publicizes NCAFHK activities, events and issues.
 - e. Performs other duties as directed by Chair

8. State Team Meeting Coordinator
 - a. Works closely with Chair, Co-Chair and Steering Committee to plan annual state team meeting.
 - b. Identifies meeting theme, establishes location, date and times of meeting, and coordinates program planning.
 - c. Coordinates follow-up from state team meeting.
 - d. Evaluates state team meeting.

9. Regional Liaisons
 - a. Regional Liaisons originate from one of the eight (8) designated state regions.
 - b. Regional Leaders serve on the Steering Committee as voting members.
 - c. Promote NC Action for Healthy Kids within region.
 - d. Recruit members throughout the region.
 - e. Involve NC Action for Healthy Kids tools/resources/programs with existing coalitions.
 - f. Participate in Regional Leader meetings.
 - g. Disseminate information to regional members from the State Steering Committee.
 - h. Develop Regional Action Plan.
 - i. Complete reporting and evaluation as requested.
 - j. Work to advance state goals of NC Action for Healthy Kids at the local level.
 - k. Participate in meetings, conference calls, and trainings as required.
 - l. Serve a one year term, may be reappointed upon consensus of Steering Committee and regional team volunteers.

10. Regional Volunteers
 - a. Local members that have an interest in school health, nutrition, and physical activity. Work toward the NC Action for Healthy Kids mission and goals, by supporting

- state team efforts and work to accomplish change in their regions.
- b. Participate in the development and implementation of regional action plan.
- c. Serve on State-level committee if desired.

VIV. COMMITTEES

- A. Standing and Ad Hoc Committees serve to carry out the NCAFHK decision-making process and execute the purpose of the organization.
- B. Ad Hoc Committees shall be created by a consensus of the Steering Committee, and Ad Hoc Chairmen shall be determined by the Ad Hoc Committee represented.
- C. Participation for committees will be sought from NCAFHK's membership. Every active volunteer of NCAFHK will be encouraged to serve on at least one team committee or otherwise participate in voluntary team activities that support committee work.
- D. Chairs for all Standing and Ad Hoc Committees will be Steering Committee members.
- E. Other work groups may be designated and a Steering Committee member must serve on but does not have to chair other work groups.

X. ANNUAL CALENDAR

- A. May to June –
 - Evaluation of current Action Plan
 - Draft new Action Plan
- B. June to July (July 1 year begins)
 - Install new officers and committee chairs
 - Orient new Steering Committee members
- C. August
 - Annual Membership Meeting
- D. September to October
 - Publish Newsletter
- D. Feb to March
 - Publish Newsletter
- E. April
 - Officers selected for new year

XI. AMENDMENTS

These guidelines may be amended, repealed, altered or added to by consensus of the Steering Committee.