



Oregon Action for Healthy Kids

Operating Guidelines

Adopted March 23, 2009

I. NAME

This volunteer organization is known as Oregon Action for Healthy Kids with no acronyms used in correspondence with team or otherwise. The organization may also be referred to as the Oregon Team within this document. Under the jurisdiction of national Action for Healthy Kids, we operate as a non-profit organization as defined by Section 501(c) (3) of the Internal Revenue Service Code.

II. ADDRESS

Oregon Action for Healthy Kids will have a permanent address hosted by Nutrition Education Services/Oregon Dairy Council. The address for Oregon Team is located below:

Nutrition Education Services/Oregon Dairy Council
C/O Oregon Action for Healthy Kids – Jeri Greenberg
10505 SW Barbur Blvd.
Portland, OR 97219

III. MISSION STATEMENT

The mission of Oregon Action for Healthy Kids is to support schools in the continuous development, implementation, and evaluation of local wellness policies, providing age-appropriate and culturally sensitive resources to help develop the knowledge, attitudes, skills, and behaviors needed for healthy development.

IV. MEMBERSHIP

A. Oregon Action for Healthy Kids will recognize members having an interest in school health and wellness, which specifically focuses on wellness policies or nutrition and/or physical activity/education programs. The following three types of members will be recognized:

1. State Organization Representatives: A member on behalf of the organization or agency will collaborate with Oregon Action for Healthy Kids at Wellness in School Environments (WISE) meetings.
2. School Representatives: A member(s) on behalf of the school will collaborate with Oregon Action for Healthy Kids via e-mail, meetings, or conferences in Oregon.
3. Individual Representatives: A member on behalf of their community will collaborate with Oregon Action for Healthy Kids via e-mail, meetings, or conferences in Oregon.

B. Categories of Membership

1. Active Membership: For members who indicated interest in involvement in the Oregon Team when joining the Team.
 - Active members must actively work toward the mission of Oregon Action for Healthy Kids, which involves the following:
 1. Attend at least 2 Oregon Team meetings or conference calls per year.
 2. Select or be assigned to a subcommittee, if asked to help, and remain involved in the subcommittee's work.
 3. Provide feedback on Oregon Team documents, as requested.
 4. Be solicited for agenda items.
 5. Utilize resources available through work or professional contacts to meet goals and objectives.
 6. Speak on behalf of Oregon Action for Healthy Kids with the approval of Team Chair and Co-Chair
 - Active members are eligible to be members of the Steering Committee.
2. Supporting Membership: For members who selected the "Information Only" option when joining the Oregon Team.
 - Supporting members support the mission of the Oregon Action for Healthy Kids Team but cannot dedicate the time necessary to be an active member.
 - Supporting members will be kept informed of Oregon Team activities by email and/or direct mail.

C. Membership Benefits

1. Upon joining the Oregon Team, new members will receive a welcome package by mail, providing information about the Oregon Team.
2. As Oregon funding becomes available from Action for Healthy Kids, eligibility to apply for grants.
3. Access to reports, newsletters, and other publications from statewide collaboration and from national Action for Healthy Kids.
4. Access to state conferences and events on the topic of health and wellness.

D. Roles and Responsibilities of Members

1. To support and work toward the common goals and objectives identified in the Mission Statement and Action Plan.
2. To notify the Secretary if there are any changes in contact information or changes in the membership category.
3. To promote Action for Healthy Kids through member's network.

V. STEERING COMMITTEE

A. Responsibilities of the Steering Committee:

1. The Steering Committee shall act as the executive decision-making group for Oregon Action for Healthy Kids.
2. Requires a two year commitment, with re-election option.
3. Steering Committee members shall be required to attend at least 75% of Steering Committee meetings.

4. Must serve as a leader for the Oregon Team.
5. Provide feedback on state team documents (comments, edits, approvals, etc.) by date requested.
6. Membership engagement.
7. Yearly participate in a revision of the Team's Action Plan according to national guidelines.
8. Seek funding to support mission.
9. Periodically monitor and evaluate progress; revise goals, objectives and tactics as necessary.

B. Steering Committee Membership:

1. The Steering Committee will consist of no more than 10 members that are voted on by the Steering Committee.
2. Steering Committee will include representatives from a wide variety of organizations and will provide expertise in the following areas:
 - School nutrition
 - Nutrition education
 - Physical activity
 - Physical education
 - Health education
 - Wellness policy
 - Oregon school policy
3. In addition, the Steering Committee will include the following officers: Chair, Co-Chair, Secretary, Treasurer, and Dairy Council Liaison.
4. No more than two Steering Committee members shall be from any one organization.
5. The Steering Committee may make additional nominations as needed. Nominated individuals interested in becoming a member of the Steering Committee will submit a short bio for review by current Steering Committee members. A consensus vote will be held to appoint an interested individual.
6. Active members interested in becoming part of the Steering Committee will submit a short bio for review by current Steering Committee members. A consensus vote will be held to appoint an interested individual. Potential members will be considered as spots are available on the Steering Committee.

C. Protocol for Voting

1. At least fifty percent (50%) of the members of the Steering Committee shall constitute a quorum.
2. Each Steering Committee member shall have one vote and may appoint a designee in their absence.
3. Voting will be conducted by a simple majority of voting members present as long as there is a quorum.
4. Vacancies on the Steering Committee will be filled by invitation from the Steering Committee and/or by review of bios received from interested

individuals. In either case, a majority vote will determine whether the person is elected to become a member of the Steering Committee.

5. The Steering Committee can modify the membership guidelines, Action Plan, and/or Steering Committee with a majority vote.

D. Removal from Steering Committee

1. A Steering Committee member having three consecutive absences could be due cause for removal from Steering Committee.
2. Steering Committee members may resign in writing at any time. A courtesy of a 30-day notice is preferred.

VI. MEETINGS

- A. Steering Committee meetings will be held approximately five times a year or as needed to accomplish Action Plan and agenda items. Meeting location, time, and duration will be determined at preceding meeting.
- B. Requests for new business items to be placed on the agenda by the general membership must be done one month prior to the meeting date. Requests need to be sent to Chair or Secretary for review.
- C. General membership meetings will be held at the discretion of the Steering Committee but not less than three times per year. General membership meetings may be attended either in person or via conference call.

VII. DUTIES OF OFFICERS

- A. Chair and Co-Chair – When feasible, one chair shall have experience or background in the field of public education, and the other chair in the field of public health, nutrition, physical activity, or school health-related disciplines. The chairs shall not come from the same organization. The chairs shall collaborate and work collectively on the following assigned duties:
 1. Facilitate meetings of the Steering Committee, subcommittees, and general membership.
 2. Develop an annual report of activities.
 3. With the Steering Committee, set dates and times and prepare the agendas for Steering Committee meetings. Send the meeting agenda to appropriate members prior to the meeting.
 4. Work with Dairy Council Liaison to compile reports and updates to national Action for Healthy Kids.
 5. Share responsibility with other Steering Committee members to assume the duties of any other officer whose office is vacant for any reason.
- B. Dairy Council Liaison
 1. Is a non-elected member of the Steering Committee and shall be appointed at the sole discretion of the Oregon Dairy Council.
 2. The Liaison will be a member of the Steering Committee.
 3. The Liaison will meet with Nutrition Council of Oregon and/or WISE, Healthy Kids Learn Better Coalition, and other nutrition teams around wellness in schools, as able.
 4. The Liaison will provide information to the Oregon Team on financial resources from national Action for Healthy Kids and report to national

Action for Healthy Kids on progress made by Oregon Action for Healthy Kids.

5. The Liaison will work closely with the Chair/Co-Chair to ensure that Oregon Action for Healthy Kids is working to accomplish the goals of the Action Plan in an effective and efficient manner.
- C. Secretary (duties may be included in the role of the Co-Chair until filled)
1. Record meeting minutes and attendance; send meeting notes to Steering Committee within one week of meeting.
 2. Send meeting notes to website manager to post on team website within two weeks of meeting.
 3. File meeting notes for Oregon Team and function as historian.
 4. Keep Oregon Team roster up to date by notifying national Action for Healthy Kids of member updates.
- D. Treasurer (duties may be included in role of Liaison until filled)
1. Maintain a record of the funds available to the Oregon Team.
 2. Prepare and deliver periodic financial reports to the Steering Committee.
 3. If a Finance/Funding Subcommittee is formed, the Treasurer will be Chair of that subcommittee.

VIII. WISE PARTNERSHIP

- A. Oregon Action for Healthy Kids will collaborate with members of the Wellness in School Environments (WISE) workgroup to help carry out the Oregon Team Action Plan.
- B. As the Oregon Action for Healthy Kids Team grows, subcommittees may be formed to help accomplish Action Plan outcomes. Possible subcommittees include:
 1. Membership
 2. Grants/Funding
 3. Communications
 4. Grant Implementation (School teams: i.e. Coos Bay Team)

IX. LIABILITY

- A. Any volunteer who goes into a school on behalf of Oregon Action for Healthy Kids should promote physical activity and nutrition information and resources approved by national Action for Healthy Kids, Oregon Action for Healthy Kids, Nutrition Council of Oregon, or the WISE workgroup.
- B. Schools are responsible for requiring background checks and for monitoring program delivery and the competency and appropriateness of volunteers.
- C. Action for Healthy Kids is a volunteer, non-profit organization that has potential members joining at random in communities across the United States and Oregon.

X. AMENDMENTS

These guidelines may be amended, repealed, altered or added to by a majority vote of a quorum of the Steering Committee members.