*Oregon achieves . . . together!*

**USDA Foods and Procurement**

**Advisory Council Member Rules**

*(Revised August 2024)*

*Article 1: Purpose and Values*

**Council Purpose**

* To best benefit the health and education of students throughout Oregon, the Council

provides guidance to the Oregon Department of Education that ensures wise utilization

of USDA Foods.

* To support sponsor staff throughout Oregon in order to provide high quality food to

students and to access USDA Food products effectively.

* To provide input and guidance for Procurement activities in Child Nutrition Programs.

**Council Values**

The council considers these values in making its recommendations to the Oregon Department

of Education:

* **Oregon USDA Foods entitlement** will be used in such a way as to maximize the benefits of receiving donated USDA Foods by purchasing high quality, healthy, tasty, and versatile products that meet the goals of wellness plans
* **Proactive communication and positive relationships** with all sponsors are fundamental

to operating a quality program.

* **Input representing the diverse needs** of students and schools in districts of varying

sizes and in differing geographic areas should be considered in making decisions (surveys, focus groups and workshops are some means of gathering input).

* **Multiple strategies** should be used in order to provide equitable access to USDA Foods

and to best serve students and schools in districts of varying sizes and in differing geographic areas.

* **Training** is critical to providing equitable access to USDA Foods products and high-quality programs throughout the state (with a particular focus on districts facing challenges).
* **Information about national programs and trends** in USDA foods should be considered in making decisions.
* **An ongoing analysis** of our program, as well as information of other states’ USDA Foods

program, will provide valuable information for pursuing an accessible and effective system.

*Article 2: Member Benefits, Communication, and Ground Rules*

**Council Member Benefits**

* **Contribute:** Give back by sharing what you have learned with others.
* **Network:** Regularly network with peers and build relationships with others in your field.
* **Know More:** Broaden your knowledge base about the USDA Foods program to include the policy level and the practical.
* **Articulate:** Give voice to your concerns and make appreciations for work well done.
* **Take Ownership:** Make an investment in your field of work, your colleagues, and the children you serve.
* **Learn Skills:** Experience models of group process dynamics and meeting tools that you can use in your organization.
* **Reward Your Organization:** Bring back increased capacity in skills and knowledge to your organization.
* **Communicate:** Communicate with State level USDA Foods and CNP Procurement staff to express your thoughts and hear theirs.
* **Enjoy:** Enjoy hospitality and excellent camaraderie while gaining satisfaction in helping USDA Foods programs and CNP Procurement improve to benefit children.
* **Expenses:** Travel expenses (meals, lodging, private car mileage, and parking) paid by the Oregon Department of Education.

**Council Communication**

* Council members represent a diversity of district sizes and geographic areas.
* The USDA Foods & Procurement Manager for the Oregon Department of Education serves as the ‘one voice’ for communication from the council to the districts and from districts to the council.
* A contact information roster of council members with identification of the size of their districts is placed on the ODE USDA Foods website.
* Sponsors may choose to use council members (or program specialists) as resources.
* Information about the Advisory Council will be included in bulletins.
* Council meeting notes are available upon request.
* Council members may participate in educational events to introduce the work of the council and assist as a resource.
* Council members may be required to complete ODE Advisory Council training online.

**Council Meeting Ground Rules**

* Start on time and end on time.
* Make clear decisions – Discussion alone is not a decision.
* Practice appropriate confidentiality.
* One person speaks at a time – No side conversations.
* Act respectfully to all involved in the meeting. Cell phones are off or on vibrate.
* Focus on the agenda
* No idea is a bad idea.
* Be solution-oriented – Identify obstacles and their potential solutions.
* Clarify acronyms and other “secret” language.
* Always evaluate meetings.
* Provide a survey to establish availability for meetings. Schedule meetings when participants are available.
* It is allowable to bring one guest per sponsor with prior ODE approval. However, this guest will not have voting rights, and will not receive travel reimbursement or meals during the meeting.
* Supplemental communications or surveys may be sent via email in between bi-annual council meetings.

*Article 3: Membership Terms*

**Council Member Terms and Selection**

1. Length of term: 1 year, renewed automatically.
2. Multiple terms: There will be no policies limiting either serving consecutive terms or number of terms served. There will be recruitment efforts each year to identify and bring in new members as a preference.
3. Number of seats on the Council: 25 seats maximum.
4. The USDA Foods & Procurement staff will recommend appointments to council to the USDA Foods & Procurement Manager.
* Council members whose terms are expiring and are requesting consideration for recommendation to another term do not need to complete application forms.
* The USDA Foods & Procurement Manager appoints candidates to the council and informs them by letter, per ODE guidelines.
1. Open Invitation

An invitation to apply with information about the Council is made in various venues, including:

* The ODE USDA Foods Program Newsletter
* ODE USDA Foods website
* ODE email distribution list
1. Applications Received

If an application is received from a person who is relatively unknown to CNP staff and the council – and it appears that they may fit criteria, it is recommended that a council member has a conversation with them before the next meeting.

1. Orientation

USDA Foods & Procurement staff communicate with and orient new council members.

**Council Member Resignation and Removal**

When a member is unable to attend meetings, that member may send substitutes or assign replacements for their seat on a temporary basis. If a member is unable to attend meetings, that member should resign. The council may recommend another person to fill that seat on the council.

The USDA Foods & Procurement Manager may remove a council member if they do not attend meetings regularly, do not participate constructively or resign from the council.