



OPERATING GUIDELINES

I. NAME:

The Montana State Team is an affiliate of National Action for Healthy Kids and will be known as Montana Action for Healthy Kids or MTAFHK. It is a committee of the Eat Right Montana Coalition.

II. MISSION:

Montana AFHK is dedicated to improving the health and wellness of our children in schools and communities through nutrition and physical activity where children learn, participate in, and enjoy healthy lifestyle behaviors.

III. GOALS:

- A. Montana Action for Healthy Kids State Team Goals were selected from the *Commitment to Change*, the guiding document of Action for Healthy Kids developed by the AFHK Partner Steering Committee. The *Commitment to Change* is adapted from the *Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity*.

Goal #1 (corresponds to action goal #1 of 12)

Provide age-appropriate and culturally sensitive instruction in health education and physical education that help students develop the knowledge, attitudes, skills and behaviors to adopt, maintain and enjoy healthy eating habits and a physically active lifestyle.

Goal #2 (corresponds to action goal #6 of 12)

Ensure that healthy snacks and foods are provided in vending machines, school stores and other venues within the school's control.

Goal # 3 (corresponds to action goal #12 of 12)

Encourage the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

- B. Goals, objectives and tactics will be S.M.A.R.T

IV. MEMBERSHIP

- A. Categories of Membership:
1. Active Membership

- ◆ Organizational members will be solicited from applicable stakeholder organizations that have a statewide interest in education, school health, nutrition and/or physical activity and their impact on youth. Members representing their organization will be speaking on behalf of that organization.
 - ◆ Individual members will have an occupational or other direct interest in education, school health, nutrition and/or physical activity and their impact on youth with a statewide reach. Individual members can be parents, dietitians, teachers, community and business members, etc.
2. Supporting Membership
 - Supporting members will meet specifications of either organizational or individual members (as above) who are informed about and support the Montana AFHK mission, goals and state team efforts, but are unable to dedicate the time necessary to be an active member (see items IV B #5 and IV C).
 3. Local Membership
 - ◆ Local Members will have a local interest in school health, nutrition and physical activity and their impact on youth. They are informed about and support the MTAFHK mission, goals and state team efforts and carry them out on the local level.
- B. Membership Criteria:
1. Involvement on the Montana AFHK State Team will be on a volunteer basis from public health and education organizations, non-profit health and education organizations, hospitals, universities, and from individual representatives as above.
 2. Under no circumstances will there be a charge or solicitation for the services and resources provided from the Montana AFHK team to the schools throughout the state.
 3. Team members will work under the guidelines of a 501(c)(3) non-profit group, under the non-profit status of National AFHK.
 4. All members will be asked to make at least a 2-year commitment to Montana AFHK.
 5. Active Members will be expected to attend a majority of the Team Meetings as well as support and work toward the common goals and objectives identified in the Mission Statement and Goals 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);
- ◆ Active involvement on one or more subcommittees.

6. Members may be removed from the team by a vote from the Steering Committee.
7. The Montana AFHK State Team members will be responsible for statewide implementation of the goals and objectives as established by the Montana AFHK State Team.

C. Membership – Inactive Status:

Should an organizational or individual member not be able to participate on the Montana AFHK State Team in an active form, as stated in item IV B #5, the member may be moved from active status to Inactive member status by a consensus vote from the state team members.

D. Membership – Recruitment:

The Montana AFHK State Team will recruit potential members with the approval of the co-chairs. Potential members will be asked to complete a membership application. Co-chairs will review applications and update the member status list prior to every December quarterly meeting.

V. STEERING COMMITTEE

A. Protocol for nomination:

1. The Steering Committee shall consist of active leadership and act as the executive decision-making group for Montana AFHK.
2. The Steering Committee will consist of 4-6 representatives from the areas of education, nutrition and physical activity. At least one representative will be required from the Eat Right Montana Coalition.
3. Co-chair terms will be staggered, with one position nominated and elected per year to allow for continuity in leadership.
4. A Treasurer will be nominated from the Steering Committee membership. This position will address any financial concerns of Montana AFHK State Team and works closely with the National AFHK to adhere to 501(c)(3) regulations.
5. A Secretary will be nominated from the active membership.

B. Protocol for voting

1. Fifty percent of the members of the Steering Committee shall constitute a quorum.
2. The decisions of the Steering Committee will be made by consensus.

3. If there is an issue where the Steering Committee cannot reach consensus, a majority vote will be used to determine the outcome.
 4. Only one vote per organization will be allowed on the Steering Committee.
 5. The entire Steering Committee should be prepared to support all decisions of the group. This does not mean that each member is required to take action on Steering Committee decisions; however, it does mean that the Steering Committee members will not deny or speak against decisions from this committee.
 6. Should there be an occasion when a decision needs to be reached before the next scheduled meeting, an e-mail outlining the question(s) can be used and a majority of members in agreement will be acceptable as long as a number equal to a quorum responds.
 7. Vacancies in the Steering Committee shall be filled by a vote of the majority of the remaining Steering Committee members.
- C. Removal
1. A Steering Committee member may be removed when sufficient cause exists for such removal.
- D. Co-chairs:
1. Co-chairs will be nominated from the Steering Committee membership.
 2. One co-chair will represent a community-based agency or organization and one will represent a statewide agency, institution or organization.
 3. In the event that the Steering Committee has no nominations from within for co-chairs, co-chairs may be nominated from the active membership.
 4. Chair or Co-chairs will serve for a two-year term and may be re-elected.
 5. One co-chair will assume membership position. He/she will address new member orientation, member recruitment, WIIFM's (What's in it for me), and the social aspect of meetings.
- E. Dairy Council:
1. There will be a representative from Western Dairy Council who will serve as the Liaison to National Action for Healthy Kids.
 2. This Liaison will work closely with the co-chairs to ensure that Montana AFHK is working to accomplish the goals of the state plan in an effective and efficient manner.

VI. MEETINGS

- A. Meeting
1. Steering Committee meetings will be held as needed.
 2. General membership meetings will be held quarterly either in a designated location or by conference call. They will be held in

conjunction with the Eat Right Montana Coalition Meetings.

B. Protocol for voting:

1. Only active members of Montana AFHK can vote with one voter per Organization.
2. Fifty percent of the members shall constitute a quorum.
3. Each person shall have one vote.
4. Voting will be conducted by a simple majority of voting members present via conference call or in-person meeting as long as there is a quorum.
5. If there is not a quorum, the topic for vote will be emailed to the active membership for a vote; a reply must be sent to the state team co-chairs within 7 business days or vote is forfeited.
6. The Steering Committee can modify the composition of the membership or the Steering Committee with a majority vote.

C. Location:

1. Meetings will be held in a location of choice by vote of state team members.
2. Meetings may take place via conference call as needed.

D. Order of Business:

1. Agenda Items
 - a. Approval of Minutes
 - b. Reports from Chair
 - c. National Update
 - d. Report from Committees
 - e. Old and unfinished Business
 - f. New Business and Issues brought forth from General Membership
 - g. Adjourn
2. A co-chair will call for agenda items two weeks prior to a meeting.
3. An agenda will be sent to all team members by a co chair one week prior to the meeting.
4. Should a non-agenda topic/comment arise, out of respect for team members' time, it will be put in the parking lot and discussed at the end of the meeting if time allows. If time is out, it moves to the front of the next meeting's agenda for discussion.
5. The Montana AFHK State Plan (goals, objectives and tactics) will be reviewed and revised at least once a year, preferably in the fall.
6. Montana AFHK membership will be reviewed and revised if necessary and at least once a year in the fall.

VII. SUBCOMMITTEES

- A. Team members will actively participate in subcommittees to accomplish Montana AFHK State Team Goals by developing, implementing and evaluating the objectives and tactics to meet said goals.
- B. Participation for subcommittees will be sought from within Montana AFHK membership.
- C. Permanent subcommittees shall be:
 - 1. Classroom Instruction (Health Education, Nutrition Education and Physical Activity - addresses nutrition and health curriculum and education strategies for use in the classroom setting addresses physical education in the classroom and physical activity in the school environment.
 - 2. Nutrition and Health Environment: addresses nutrition issues outside of the classroom ranging from vending and fundraising to school cafeteria a la carte offerings and quality of meals.
 - 3. Policy and Legislation: addresses policy issues that span the state plan. Works with organizations that are allowed to lobby to advocate for the goals in the Montana AFHK State Plan.
 - 4. PR (includes marketing, website and communications): addresses all communications opportunities for the promotion, marketing and media coverage of the Montana AFHK State Team and State Plan.

VIII. AMENDMENTS

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



Date of Approval by Team: _____