



HEALTH & HUNGER TASK FORCE OF CENTRAL FLORIDA

Health and Hunger Task Force Steering Committee

Collaborative Leadership Agreement

Purpose of Steering Committee

The Health and Hunger Task Force Steering Committee will be organized for the following purpose:

- Prioritizing and organizing the strategic direction for HHTF work
- Expanding the reach and engagement of the HHTF in the community
- Advising on current events impacting the landscape of food insecurity as it relates to health

Health and Hunger Task Force: Scope

The Health and Hunger Task Force (HHTF) is an initiative of Second Harvest Food Bank (SHFB). HHTF's vision is that healthcare providers in Central Florida will screen all patients for food insecurity and provide appropriate resources to connect FI patients to healthy food and nutrition education opportunities in order to improve health outcomes through using food as medicine.

The HHTF geographic region covers 7 counties: Orange, Osceola, Seminole, Lake, Brevard, Volusia, and Marion Counties.

Membership Structure and Term

- **Members:** The Steering Committee will include eight members. Three members will be representatives of the HHTF backbone organization, Second Harvest Food Bank. The remaining five members will be members of the general Health and Hunger Task Force membership.
- **Second Harvest Member Roles:**
 - *Steering Committee Chair:* The Steering Committee Chair is a member of the SHFB staff, and the lead facilitator of the HHTF. This role is responsible for preparing the agenda for each steering committee meeting, facilitating meetings, and coordinating Steering Committee initiatives.
 - *Steering Committee Co-Chair:* The Steering Committee Co-Chair is a member of the SHFB staff and a HHTF member. In the case of the Chair not being available, the Co-Chair will act as Chair.
 - *Advising Member:* One member, from the SHFB team, will be considered an Advising Member. An advising member is a member of the SHFB Executive Leadership Team (ELT) whose role is to provide insight on behalf of SHFB ELT and share Steering Committee insights back to the SHFB ELT. This Advising Member may not be at all Steering Committee meetings and does not need to be present for formal decision-making activities.
 - *Notetaking:* will be provided by SHFB administrative support.

- **Term:** Steering Committee members will be expected to serve a minimum of 18 months in their role. If they must leave their position prior to 18 months, they are expected to provide two weeks' notice.
 - At the end of the 18 months, Steering Committee members may re-nominate themselves or be nominated and considered by the Application Review Committee.
 - Departing Steering Committee members may recommend or nominate someone to fill their seat, but all nominations must go through the formal Committee Selection Process.
 - New Steering Committee members who are selected as a result of a former member vacating their seat early will serve a full 18 months (not the remaining time of the vacated seat)

Committee Selection Process

- Frequency of Committee Selection Process
 - The Committee Selection Process will be open every nine months. If there are no Steering Committee vacancies at the nine-month check points, no process will be started. If there are Steering Committee vacancies at that time, the nomination and selection process will commence.
 - If a Steering Committee member vacates their role earlier than expected, in most cases the Committee will wait until the next nine-month Committee Selection Process commences. However, in certain circumstances the Steering Committee can call a Special Selection Process to add a new member to the Committee sooner than the scheduled nine-month Committee Selection Processes.
- Nomination Process
 - Potential Steering Committee members may be nominated by a HHTF member or may be nominated by themselves. Nominations will be directed at the Steering Committee Chair and all nominees will be required to complete an application, indicating their interest in participating in the Steering Committee.
 - In order to qualify for serving on the Steering Committee and to be considered, HHTF members must meet the following criteria:
 - Display a commitment to Task Force for the past 12 months
 - The individual or their organization must have attended at least 3 HHTF meetings and/or Working Group Meetings in the past 12 months
 - Commit to consistently attending HHTF meetings
- Application Review Committee
 - A Review Committee made up of 4-6 people will review applications and provide recommendations for service on the Steering Committee.
 - The Review Committee will be made up of 2-3 members of the Health and Hunger Task Force and 2-3 members of Second Harvest Food Bank staff
 - Review Committee members will review applications and work to select a Steering Committee that is diverse in its composition.
- Steering Committee Orientation

- All new Steering Committee members will undergo a formal orientation process with the Board Chair prior to their first Steering Committee meeting. If timing does not allow for an orientation prior to the first Steering Committee meeting, the Board Chair will schedule orientation with the new member(s) as soon as possible afterwards.

Committee Meeting Cadence and Requirements

- **Meeting Cadence:** The Steering Committee will convene quarterly for 90-minute meetings. These meetings may alternate between virtual and in-person formats with additional communication possible between meeting times. The regular meeting cadence is:
 - August (In Person)
 - November (Virtual)
 - February (Virtual)
 - May (Virtual)
- **Meeting Attendance Requirements:** Steering Committee members are expected to attend Steering Committee meetings regularly. Any member missing more than two meetings consecutively or more than half (2) meetings in one calendar year may be asked to resign their position.

Committee Decision Making Process

Decisions about the direction and activities of the HHTF may be influenced by three entities: Second Harvest Food Bank, the HHTF Steering Committee and the General Membership of the HHTF.

The HHTF Steering Committee provides feedback and input directly to the HHTF convener, SHFB, via Steering Committee meetings, as well as the General Membership. The Steering Committee will make decisions on behalf of the HHTF regarding meeting agendas, initiatives, and plans.

The Steering Committee should seek input from the General Membership through formal or informal communication as appropriate.

SHFB, as the backbone organization, reserves the right to ensure that HHTF activities and direction align with its values and strategic plan. If decisions fall outside the Steering Committee's scope or conflict with SHFB vision or vision, the Advising Member will transparently notify the Steering Committee and may intervene in decision making.

The Steering Committee will use a consensus decision-making process. This includes collaboratively generating a proposal, identifying unsatisfied concerns, and modifying the proposal to achieve as much agreement as possible.