



Massachusetts Farm to School Advisory Committee

Overview

Massachusetts Farm to School (MFTS) maintains an Advisory Committee of individuals who care deeply about the mission to strengthen local farms and fisheries and promote healthy communities by increasing local food purchasing and education at schools. The Advisory Committee shall be composed of individuals with diverse skills, experiences, and identities, representing different aspects of the farm to school movement as well as the nonprofit sector. Advisory Committee members will uphold a commitment to advancing racial equity and social justice in the organization and throughout our network. The Advisory Committee will engage in strategic dialogue and participate in robust discussions that will help shape the organization in the future.

MFTS operates under the 501c3 fiscal sponsorship of TSNE-MissionWorks which operates its own Board of Directors and, as such, MFTS Advisory Committee (AC) members are focused on providing strategic guidance rather than holding legal or fiduciary responsibility for the organization.

The AC will typically meet four times per year, with at least one in-person meeting. Additional interactions will be scheduled on an as needed basis. Each Advisory Committee member shall also serve on a standing committee as these committees are formed.

Advisory Committee Member Roles & Responsibilities

- Provide strategic direction for MFTS in keeping with current organizational goals, and help to evaluate and revise the strategic plan as needed
- Serve as active advocates and ambassadors for the organization and engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage personal connections, networks, and resources to help achieve the organization's mission and to benefit the organization's fundraising and reputation.
- Review and revise the membership and function of the Advisory Committee as needed, including regular recruitment of new AC members
- Provide input, skills and knowledge towards specific projects as requested by MFTS leadership and staff
- Make meaningful financial contribution to MFTS and support MFTS's fundraising efforts in other ways

Advisory Committee Expectations

- Serve a (renewable) term of two years, for up to three terms



- Actively participate and contribute to 75% of AC meetings annually
- Keep informed of MFTS programming and organization through MFTS publications, MFTS staff provided updates, and staff conversations.
- Provide relevant information and updates to MFTS staff and other Committee members through email and meeting updates to help inform MFTS work and programming

Sub-Committee Structure

Subcommittees of the MFTS Advisory Committee are charged with specific aspects of advice or governance for MFTS. These standing sub-committees will meet on a schedule they determine, at least quarterly. Terms for committee membership are for the fiscal year, with the option to renew.

Subcommittees could include, but not be limited to:

- Governance Committee
The Governance Subcommittee will help set and implement internal operating policies and systems to ensure that Mass. Farm to School uses its human and other resources as effectively as possible. The Governance Sub-Committee will play a lead role in Advisory Committee member recruitment.
- Finance Committee
The Finance Subcommittee will work with MFTS Co-Directors to provide financial guidance to ensure MFTS has the resources to provide programming to deliver on the mission. The subcommittee will approve the annual budget and support MFTS Co-Directors in their financial communications to the full Advisory Council and with the fiscal sponsor, TSNE Missionworks.
- Programmatic Committee
The Programmatic Subcommittee works with Co-Directors to provide high level guidance on the planning and implementation of MFTS's programs and projects. The Programmatic Subcommittee will work with MFTS staff to develop an updated strategic plan as well as support ongoing updates and revisions to the plan as needed.
- Development Committee
The Development Subcommittee will focus on helping MFTS prioritize and implement funding opportunities to pursue in order to advance its mission and support core functions and project work. The Development Subcommittee will also provide guidance in pursuit of a diversified funding mix, including strategies to promote individual giving, fee for service programming, and sponsorship/membership contributions.
- Steering Committee



A Steering subcommittee may be considered upon expansion of AC and will be composed of the chairs, or designees, of the standing committees, and the Co-Directors. It shall be the duty of the Steering Committee to provide for the orderly conduct of the affairs of MFTS between meetings of the Advisory Committee, and the Steering Committee shall have all powers necessary to fulfill this duty. The Steering Subcommittee shall report its activities to the full Advisory Committee on a regular basis, but not less frequently than quarterly. The Steering Subcommittee shall elect one of its members its chairperson.

MFTS Co-Directors, in consultation with the Governance Committee, will determine the appropriate additional subcommittees and their responsibilities in order to support the organization and will review annually.