



## **Massachusetts Farm to School Advisory Committee Role & Responsibilities**

### **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 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 full 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 sub-committee.

### **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 two 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.

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.

Subcommittees include, but not be limited to:

- Governance & Finance Committee  
*The Governance & Finance 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 subcommittee will review the annual budget and support MFTS Co-Directors in their financial communications to the full Advisory Committee and with the fiscal sponsor, TSNE. The Governance & Finance Subcommittee will play a lead role in Advisory Committee member recruitment.*
- Program & Policy Committee  
*The Program & Policy Subcommittee works with Co-Directors to provide high level guidance on the planning and implementation of MFTS's programs and projects, including advocacy and policy work. The Program & Policy 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.*