



Food Shelf Advisory Committee Member Job Description

Responsibilities

1. Participate in all committee meetings.
2. Provide input into the development of the agenda.
3. Support and encourage fellow committee members.
4. Assist in ensuring that all food shelves learn about the FSAC and its purpose by representing the FSAC at all regional and other meetings.
5. Support and participate in all food shelf data gathering and data analyzing.
6. Take an active role in advocacy campaigns by participating in the Day on the Hill and/or handing out "How To Contact Your Legislator" information to food shelf volunteers, clients, board members and the general community.
7. Communicate by the most convenient means at least once a year with food shelves in their region. A list of those shelves will be provided by HSM.

Qualifications

1. Personal commitment to solving the hunger issue.
2. Ability and willingness to delegate, work as a team member and support committee members.
3. Ability to present the needs and desires of food shelves.
4. Clear understanding and agreement on what the role of the FSAC is in relation to both HSM staff and board.
5. Currently serving as a food shelf representative or a staff person nominated by the agency's director or board to participate on the committee.
6. Must be part of an HSM member food shelf.

Time required

1. In 2008 quarterly meetings in either St. Cloud or St. Paul and conference calls as needed but no more than once per month. HSM will cover committee members' mileage costs.
2. Time to network with food shelves in one's geographic area.
3. Outside of meeting tasks as agreed upon.

Length of commitment

1. Term is a three-year commitment with the possibility of a second term. Maximum of two terms.

Responsible to:

1. Fellow committee members.
2. Food shelves in particular geographic area and across the state.
3. HSM as collaborative partner and resource.

Support provided:

1. HSM staff willing to assist as needed and appropriate.