



## Missouri Council for Activity & Nutrition OPERATING PRINCIPLES

**Overview:** The Missouri Council for Activity and Nutrition (MOCAN) is a coalition of individual and organizational representatives from throughout the state who work together to advance the goals of the MOCAN Strategic Plan.

**Mission:** MOCAN fosters and supports healthy eating and active living through policy and environmental changes to measurably improve the health and quality of life of Missouri residents.

**Vision:** The health and quality of life of Missourians will be significantly improved through healthy eating and active living.

**Leadership:** MOCAN consists of standing Work Groups, each of which has an elected Chair and Vice-Chair: Communications, Food Systems, Healthcare, Physical Activity, Policy, Schools/Child Care, and Worksites. MOCAN also convenes Ad Hoc Committees as needed and for the duration specified by the Steering Committee, each of which has a Chair appointed by committee members.

### I. MEMBERSHIP

Members indicate their support of MOCAN's vision, mission and operating principles by completing a Member Profile, found [here](#).

**Roles and Responsibilities:** To be considered an active MOCAN Member, one or more of the following activities must be documented each calendar year:

1. Attend a quarterly meeting at least once per calendar year.
2. Use their sphere of influence to endorse and promote policies and systems supportive of the MOCAN Strategic Plan.
3. Participate in Work Groups and Ad Hoc Committees.
4. Contribute resources to sustain MOCAN.

**Decision-Making:** Decisions are made by active member participation in meetings, discussions, online surveys and other communications. When a decision needs to be made, MOCAN leadership seeks to reach consensus of opinion. If consensus is not achieved, voting will take place at quarterly meetings. Each active member present has one vote, and a majority vote decides the issue.

### II. WORK GROUPS & AD HOC COMMITTEES

**Responsibilities:** In addition to general membership roles and responsibilities, Work Group and Ad Hoc Committee members:

1. Initiate and facilitate MOCAN member discussions regarding issues requiring action from individual Work Groups/Ad Hoc Committees, such as responding to request for public comment, legislation and policy issues that cut across all disciplines.
2. Identify two (2) individuals for election as Chair and Vice-Chair who:
  - Join and maintain current information on the appropriate Work Group ListServ



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- Assure Work Group representation at each MOCAN meeting and Steering Committee conference call
  - Provide monthly updates to the Steering Committee
  - Provide annual updates to the Steering Committee, including an inventory of Work Group members and their activities, indicating how they relate to the MOCAN Strategic Plan.
3. Actively participate in Work Group/Ad Hoc Committee meetings, calls and communication, including time-sensitive responses, to complete Work Group/Ad Hoc Committee activities.
  4. Identify, recruit and retain additional Work Group/Ad Hoc Committee members.
  5. Contribute relevant data and other information, e.g., new research or information for evaluation activities.
  6. Provide technical assistance to MOCAN members.

### III. LEADERSHIP

*Steering Committee:* The Steering Committee is comprised of the MOCAN Chair, Vice-Chair, and Past-Chair, the Chair of each current Work Group/Ad Hoc Committee, and up to six (6) at-large members as identified and elected by members of MOCAN.

**Roles and Responsibilities:** In addition to general membership and Work Group/Ad Hoc Committee roles and responsibilities, Steering Committee members:

1. Participate in monthly Steering Committee conference calls. Members who miss two consecutive meetings without notification will be considered as having resigned from the Steering Committee.
2. Approve or reject major policy issues brought forth by the Work Groups prior to presenting to the entire membership
3. Review the operating principles annually
4. Nominate a slate of Steering Committee members to MOCAN membership at the October business meeting. Nominations are allowed from the floor and voting is conducted by ballot of the active members present. Steering Committee members are elected by a majority vote.
5. Act on behalf of MOCAN between quarterly meetings. In situations where a decision is needed so quickly that a polling of the membership is not possible, the Steering Committee makes decisions by consensus or a majority vote. Decisions made on behalf of MOCAN are shared with the membership.
6. Assist Work Groups/Ad Hoc Committees to set priorities for annual MOCAN activities, as needed.
7. Assist with and communicate funding opportunities to MOCAN members.

*Executive Committee:* Elected offices of the Steering Committee serve as the Executive Committee between meetings and include the Chair, Vice-Chair, Past-Chair and Treasurer.



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### **Roles & Responsibilities:**

1. Serve a three-year renewable term. The MOCAN Vice-Chair succeeds the Chair in the second year of the term, and the Chair assumes the role of Past-Chair in the third year of the term. The Treasurer is a three-year term without succession.
2. Represent MOCAN as requested through community, public and media relations
3. Develop the annual MOCAN budget (presented in October) and financial report (presented in January)
4. Recommend guidelines and governance for MOCAN
5. Review/recommend funding issues/decisions affecting MOCAN
6. Review and accept/reject/terminate membership to MOCAN and identify gaps
7. Coordinate an annual evaluation of MOCAN activities
8. Lead revision/development of Strategic Plans every five years

Steering Committee members should be prepared to support the decisions of the group. While action may not be required, Steering Committee members will not deny or speak against decisions from this group. If there is a conflict of interest by a member with any issue being discussed, he or she is expected to identify the conflict and recuse themselves from voting on that issue.

### **IV. ADMINISTRATIVE SUPPORT**

MOCAN member organizations, with the University of Missouri Extension in the lead coordinating role, provide administrative support to the MOCAN Executive Committee, Steering Committee, and Work Groups/Ad Hoc Committees, including:

1. Schedule and coordinate quarterly membership meetings
2. Schedule and coordinate conference calls
3. Take and distribute meeting and conference call minutes
4. Compose and distribute bi-weekly MOCAN newsletter
5. Maintain website and social media with regular updates
6. Maintain member database and publish reports from it as requested
7. Submit funding applications, as appropriate
8. Track MOCAN expenses and deliver financial reports to Executive Committee
9. Support Work Group/Ad Hoc Committee activities in carrying out the Strategic Plan
10. Provide ongoing communication to the MOCAN membership