# Attachment A

# SCNP Memo #2023-2024-60

# March 14, 2024



## Community Nutrition Programs Advisory Council

### Objective and Vision

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) Community Nutrition Programs (CNP) Advisory Council was developed to promote leadership and collaboration between school and community organizations that sponsor the Summer Food Service program (SFSP) and the At-Risk component of the Child and Adult Care Food Program (CACFP) and the VDOE-SCNP. School and community nutrition partners, stakeholders, and the VDOE-SCNP will work together by sharing successful strategies; by addressing local, regional, and state resources, program implementation, and training needs; and by improving processes and communications within the state.

### Purpose

The CNP Advisory Council, referred to throughout this document as “The CNP Council,” will inform and collaborate with the VDOE-SCNP on development and implementation of statewide school and community nutrition programs. The CNP Council serves as a resource and correspondent for school and community nutrition sponsors throughout the Commonwealth.

### Scope

The CNP Council will serve in an advisory capacity to the VDOE-SNP. With input from school and community sponsors, members will inform the VDOE-SCNP of community nutrition issues at the sponsor level. The CNP Council, while not vested with decision making authority, serves a critical role for improving the work of sponsoring organizations by:

* providing input on and sharing of best practices, training and resource needs, and program implementation;
* engaging in peer-to-peer learning; and
* providing support and collaborating with other relevant professional organizations.

### Composition

The CNP Council is comprised of a maximum of two school and/or community organizations from each superintendent’s region plus the VDOE-SCNP Director and CNP Manager. Each member’s organization must consistently sponsor both SFSP and CACFP programs. The CNP Council membership will be determined through a review of interested applicants. The VDOE-SCNP seeks to establish a council with diverse representation in regards to program size, geographic location, and program participation. Service terms will be staggered and members shall expect to serve a two- or three-year term.

### Responsibilities

The CNP Council members may have specific responsibilities during and between council meetings.

Responsibilities during council meetings may include:

* full attention/engagement in all discussions and activities, and
* reporting on accurate and relevant feedback from sponsors.

Responsibilities between council meetings may include:

* gathering input/feedback on key issues from sponsors to inform discussion at council meetings, and
* responding to requests for action, such as requests for information via email or surveys.

### Meetings/Process

The CNP Council will meet in person or virtually no less than four times per year. If additional meetings are needed, use of technology may be used in place of in-person attendance. Meetings may be held virtually or regionally in locations throughout the state, and may coincide with other community nutrition events or trainings, if feasible.

The CNP Council members will be reimbursed for travel expenses to attend meetings.

While it is understandable that unavoidable events may arise, the CNP Council members shall agree that attendance and participation at quarterly meetings is critical for the success of the Council. Members shall not be absent more than twice per year.

Partners and stakeholders may be invited to meetings as guests, depending on content and topic areas of the meeting and stakeholder.

Meeting agendas will be developed with input from the VDOE-SCNP, Council members, and community nutrition partners on topics, issues, concerns, and special projects around the implementation of community nutrition programs.

The VDOE-SCNP will commit to support the CNP Council by:

* arranging for technology and meeting space;
* providing meeting announcements to all organizations including agenda items to encourage sponsors to contact council members with input and feedback;
* providing VDOE-SCNP personnel to facilitate, participate, and document talking points and action items for members; and
* providing meeting materials prior to meetings and dispersing meeting minutes to council members following meetings.