

Moreland Food Leadership Action Group

Terms of Reference

Type of Committee	Citizen Committee
Purpose and Scope	<p>In line with Collective Impact 3.0 principlesⁱ, the purpose of the FLAG is to resource Moreland community leaders to coordinate and facilitate food system change with a specific focus on improving food security.</p> <p>Council has engaged a Community Food Hub support contractor to support the establishment of the FLAG during the first 8 months. The primary function of the Moreland (FLAG) is to agree on and progress the best collective approach and organisational structure to implement a Community Food Hub in Moreland. It will do this by:</p> <ul style="list-style-type: none"> • Providing a constructive forum to respectfully collaborate and consider / incorporate the diversity of experience and views of members in decisions relating to the implementation of the Community Food Hub; • Assisting Council and community groups / individuals to engage with and support the implementation of the Community Food Hub; and • Fostering a culture of continuous learning and improvement by collecting and sharing impact data relating to the Community Food Hub project <p>The FLAG will also play an advisory role to inform the decision making of food system and food security funders and policy makers, including Moreland Council. It will do this by:</p> <ul style="list-style-type: none"> • Providing formal pathways for community input; • Providing regular, formal feedback to Council; and • Facilitating formal networks and communication between Council (and other supporters / funders) and selected Moreland food system stakeholders
Membership	<p>FLAG will be made up of a range of stakeholders supporting food security in Moreland. Members will be chosen to ensure the FLAG represents the diversity of:</p> <ul style="list-style-type: none"> • Places / locations across Moreland • Food security sector views and experiences • Food insecure people / groups in Moreland <p>Up to 12 people will be recruited. Members should live, work and/or study in Moreland, have work or volunteer experience in the food system and/or food security sectors and demonstrate a commitment to a collective impact approach to achieving food security in Moreland</p> <p>The Community Food Hub contractor will guide the establishment of the FLAG, which will include a Moreland Council representative (Food System Officer) who will convene the meetings. Councils emergency food and material relief partner CIS Moreland will also be a member. Up to a further 10 members will be recruited via an Expression of Interest process promoted to the stakeholder groups identified in the</p>

Moreland Food Leadership Action Group

Terms of Reference

	<p>Community Food Hub feasibility study as well as through Moreland Local Food Networks</p> <p>All members will be required to adopt these Terms of Reference and will be inducted into their roles and responsibilities.</p> <p>Council officers from different business units/branches will be invited to attend FLAG as relevant to facilitate integrated collaboration and information sharing.</p>
Roles, Responsibilities and Accountabilities	<p>Moreland FLAG Members are bound by these Terms of Reference</p> <p>The FLAG is responsible for working with the Community Food Hub support contractor to (refer to detailed description of role and deliverables in the FLAG Brief):</p> <ul style="list-style-type: none"> • Determine the best collective approach to progressing the recommendations set out in the Moreland Community Food Hub Feasibility Report Oct 2020 • Develop a vision, strategy and business plan for the Community Food Hub • Contribute their advice, experience and local food security knowledge to guide the Community Food Hub support contractor in deploying funds and resources to advance the implementation of the Moreland Community Food Hub • Contribute to the design and implementation of the Collective Impact Measurement Framework (CIMF) • Responding to opportunities / invitations to advise and advocate on Food System and Food Security policy and decisions by Moreland Council and other relevant bodies <p>The FLAG will agree and adopt a Code of Conduct (or equivalent) that guides respectful, collaborative interactions between members, Council staff and councillors and the broader community. Decisions will be made on a Consent basis with all FLAG members having equal input. Any disputes raised by members must attempt to be resolved through good faith respectful discussions within the FLAG before referring to the Dispute Resolution Process set out in the Code of Conduct.</p> <p>The Community Food Hub Support contractor is responsible for:</p> <ul style="list-style-type: none"> • Lead the development of FLAG governance processes / Code of conduct (or equivalent) • Facilitate collaboration among FLAG members and establish a common agenda • Leading the development and implementation of the Collective Impact Measurement Framework • Working with the FLAG to co-ordinate strategic funding allocation in a way that builds the case for a Community Food Hub • Supporting sourcing funds for the Community Food Hub • Facilitate the formation of partnerships to deliver shared value.

Moreland Food Leadership Action Group

Terms of Reference

	<p>As the Council FLAG representative, the Food System Officer is responsible for:</p> <ul style="list-style-type: none"> • Coordinating the recruitment and induction of FLAG members • Convene the FLAG – issuing the meeting agendas and minutes, coordinating the meetings times / venues / Zoom links etc • Reporting to Council on the progress of the FLAG as part of the Community Food Hub project and funding. • Communicating and promoting the actions and decisions of the FLAG to relevant Council areas and linking in other Council officers as relevant to participate in FLAG meetings / discussions <p>The FLAG is collectively required to establish processes for the Chairing and conducting of FLAG meetings. This includes the taking of minutes with clear decisions, actions, responsibilities and timings.</p> <p>Role of Councillors</p> <p>Councillors will not be permanent members of the FLAG</p> <p>The FLAG may be invited to join the Food System Officer in briefing Councillors on progress of the Community Food Hub project as well as presenting FLAG views and recommendations on broader food systems issues</p> <p>Councillors may also bring Council's food system related questions or decisions to the FLAG.</p>
Reporting requirements	<p>Minutes will be taken and distributed to members (within two weeks of the meeting) and uploaded by the Convenor to the Conversations Moreland website</p> <p>Input, feedback and recommendations from the FLAG will inform reports to Council on food system, food security and community health and wellbeing planning and decision making</p>
Meetings	<p>Meetings will be held bimonthly online via Zoom or at a Council community venue agreed by the FLAG. The schedule of meetings for 2021/22 will be agreed at the first FLAG meeting and published on the Conversations Moreland website. Date, time and location of meetings will be confirmed or updated as agreed / required and agendas circulated at least one week prior to each meeting.</p> <p>Where members are unable to attend a meeting, an apology should be forwarded to Convener prior to the meeting.</p> <p>Moreland FLAG may call special meetings or set up working groups to progress plans between meetings.</p>
Member Remuneration	<p>Members who are volunteers or from not-for-profit organisations that are not otherwise funded to participate will be remunerated for their contribution to the FLAG.</p> <p>Moreland Council will pay these members \$30 per hour for 1 x 3-hour establishment meeting, 6 x 2-hour FLAG meetings annually, and 1-2 working hours outside of meetings per month as needed.</p>

Moreland Food Leadership Action Group

Terms of Reference

	FLAG will need to request approval for remuneration for any proposed additional FLAG activities outside of these meetings to the Community Food Hub Support contractor with at least 2 weeks' notice
Timeline for involvement	Membership is for a term of two years. Existing members can re-apply to continue with the group. A maximum of 4 years per member applies.
Relevant information and references	<p>The work of the FLAG will be guided by the following key documents:</p> <ul style="list-style-type: none">• Moreland Community Food Hub Feasibility Report Oct 2020• Moreland Food System Strategy 2017 – 2020• Community Food Hub Leadership Action Group Brief 2021
Approval date	TBC
Next review date	12 months

Moreland Food Leadership Action Group

Terms of Reference

SELECTION CRITERIA AND PROCESS FOR APPOINTMENT OF MEMBERS TO THE Moreland Food Leadership Action Group

Purpose

The Moreland Food Leadership Action Group (FLAG) will build on the Community Food Hub Feasibility Report outcomes and recommendations and determine the best collective approach to implement a Community Food Hub in Moreland. The FLAG will advise food system and food security funders and policy makers, including Moreland Council on decisions that fosters a socially inclusive and just movement towards food security in Moreland

Membership

Membership of the committee shall include up to 12 people who live, work and/or study in Moreland. Membership is composed of:

- 1 nominated representative from CIS Moreland
- Moreland Council representative – Food System Officer
- Up to 10 further stakeholder representatives identified through an Expression of Interest process.

Term

2-year term, with 1-year review. Can re-apply. The maximum term is 4 years.

Selection Criteria

- Experience / skills and interest in driving food system change and supporting local / collective responses to food security issues.
- Experience related to the grass-roots community-led organisation and advocacy for local food initiatives which support socially and culturally inclusive food security and community resilience.
- Experience engaging networks and partnering with a range of stakeholders / community members and organisations to deliver local food initiatives / food system outcomes
- Demonstrated capacity to represent the views and interests of a community group(s) or sector(s) of the Moreland community. Has strong relationships and a position of trust within these groups.
- Has the time / capacity to fully commit and contribute to the discussions and decision making of FLAG
- Capacity to communicate with networks and community groups to facilitate the exchange of ideas and information between Council (and other funders / supporters) and food system / food security stakeholders

Application Process

Applicants should fill in the application form required and submit by the due date.

Selection Process

Expressions of Interest will be sought, and applications will be considered by the Food System Officer, one other Council officer experienced in Community Engagement and the project leads of the Community Food Hub support contractor. Recommendations will be

Moreland Food Leadership Action Group

Terms of Reference

provided to the Director Community Wellbeing for endorsement at which time all candidates will be advised of the outcome.

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Moreland Food Leadership Action Group

Terms of Reference

References

ⁱ <https://www.tamarackcommunity.ca/library/collective-impact-3.0-an-evolving-framework-for-community-change>

ⁱⁱ <https://patterns.sociocracy30.org/consent-decision-making.html>

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