



STEERING COMMITTEE CHARTER

Last Revised: December 13, 2017, July 17, 2019

Responsibilities

The Steering Committee exists to integrate the work of the DEUFFC membership at-large and the other Standing Committees to meet the mission, vision, and goals of the DEUFFC. All other Committees shall be empowered by and accountable to the Steering Committee through an approved Committee charter.

Specific responsibilities shall include the following:

- Voting on critical issues that cannot be decided by a clear consensus of DEUFFC members.
- Recommending policies that sustain and improve the viability of the organization.
- Delegating tasks, allocating resources, and monitoring the activities of other Committees as appropriate.
- Providing a transparent governance process to the membership.

Membership Structure

The composition of the Steering Committee shall be as follows:

- Each of the Chairs and/or Co-Chairs of the Standing Committees.
- The Standing Committees are Governance, Food Policy, Community Garden, and Education and Planning.
- At-Large representatives as selected by the Steering Committee from within the existing membership of the DEUFFC.
- Steering Committee members will serve a two-year term. After that time, they may renew for an additional year, annually, with the approval of the Steering Committee for as long as they are willing to serve.

Meetings

The Steering Committee members shall rotate responsibilities to set the agenda and lead Steering Committee meetings and quarterly meetings of the DEUFFC. The Committee shall meet on a quarterly basis and additional meetings may be scheduled as needed. At least half of the Committee members shall be present to establish a quorum. Decisions shall be made by consensus or a simple majority.

Reporting Process

The Committee shall provide a progress report of key decisions and activities to the membership on a quarterly basis.