

**Food Assistance Program Advisory Committee  
Expectations and Process  
FYE 06/30/2016**

**Expectations**

**Each Committee member to become familiar with the issues facing the Committee by attending Committee meetings (and Task Force meetings if a member of a Task Force) and reading and reviewing materials received from the Committee;**

**Each Committee member to provide honest input into the decision-making process of the Committee with the goal of improving Washington State food assistance programs; and**

**Each Committee member to promptly respond to Committee communications.**

**Process**

**Committee meetings will be held via GoToMeeting or a similar program to eliminate travel time and expense.**

**Meeting times will be approved in advance at the prior meeting of the Committee or Task Force.**

**Two weeks prior to the meeting, the Chair will send a reminder of the meeting via a calendar invitation.**

**One week prior to the meeting, the Chair, WSDA Program Manager, and WFC Executive Director will meet to prepare an agenda and review materials for the meeting.**

**One day prior to the meeting, the Chair will send a reminder of the meeting, together with the agenda and any handouts to be discussed at the meeting.**

**If any Committee member is not able to attend the meeting, that member may submit questions or comments via email to the Chair and they will be incorporated into the meeting if timely received.**

**WSDA will record the meeting and the Committee Secretary shall prepare meeting notes for distribution to Committee members.**

**Upon receipt of meeting notes, members may submit email questions and comments via email to the Chair for dissemination to Committee members.**

**Meeting notes are not official until approved by the committee at the subsequent meeting.**

**Meetings of Task Forces may not necessarily involve the Committee Chair, WSDA Program Manager, and WFC Executive Director, but each may participate if they so choose.**

**Actions of the Committee and Task Forces are generally by consensus, but specific recommendations shall be by a motion properly made, seconded, and approved.**