

# Leadership Transition Process

Erica Anderson Deitz, Chair  
Madison Food Policy Council

# Chair Requirements

- Minimum time commitment: 1 hr/week
  - Expected time commitment: 2-3 hr/week
- Pre-meeting prep & post-meeting follow-up: 1 hr
- Full Council meeting
  - Help to set agenda
  - Run the meeting according to Council protocols
  - Approve the meeting minutes
- Regular check in with staff, Dane County Food Council reps, and Council leadership

# Vice Chair

- Redefining and reimagining position as changes happen in Council leadership
  - Mentorship relationship
  - Team leadership model
- At minimum, participate in weekly check-in meetings

# Things to Know

- Structural transition
  - Changing staff capacity
  - New role for Vice Chair
  - Evolving relationship to the Dane County Food Council
  - Recent focus on shorter term policy projects
- Meetings in the pandemic & where do we go from here?
  - Zoom meetings v. in person meetings
  - Mayor's charge for the FPC from May 2020
- Food Plan
  - Pandemic Food System Study RFP out for bids
  - Food Plan work group applying for federal grant money
  - Ways to start in the meantime?

# Things to Know

- Resources

- People - you are not alone!
  - City/County staff for the Council
  - City staff (e.g. Attorney's Office, NRTs, Cristine in EDD), Alders and former Alders
  - Past leadership & membership - Nan Fey!
- Written materials from 10 years of Council work
- Johns Hopkins staff from Community of Learning & Practice and our FPC representatives

- Skills (to have OR to develop)

- Meeting facilitation (especially Zoom meeting facilitation)
- Communication - written & spoken
- Project management
- General knowledge of food systems issues and trends
- Understanding BCC process & working within the official structure of the City

# Things to Know

- Challenges

- Robert's Rules & official meeting procedure
- Group cohesion in an online world
- How to “move the ball forward” on long-term discussions and projects
  - Work group support
- Community engagement
  - How do we promote Council work in the community?
  - How do we solicit public opinion and public participation in Council work?
- Equity
  - Within the Council - recruitment & retention
  - Working effectively on community needs
  - Is the Council work happening BY the community or FOR the community?
- Challenges for meeting attendance
  - Meetings during regular business hours
  - In-person meeting locations

# Next steps

If you are interested in becoming the Chair or Vice Chair, contact Council leadership (George, Nick, or Erica) by **Monday, April 11th**

At the April 20th meeting, after the joint portion with DCFC, we will go through the process of nomination and voting:

- Line up another member of the Madison FPC to nominate you
- Have a few sentences prepared on why you would like to serve as Council leadership
- Members will vote for their choices via email during the meeting