

# MADISON FOOD POLICY COUNCIL

## WORK GROUP CHARTER

- This document was prepared by Work Group members and Staff to provide overall direction at the vision and values level; specific projects undertaken by the group will be further defined in separate documents designed for that purpose.
- Principles of Equity and Sustainability were considered in the preparation of all responses in this Charter; tools and frameworks specific to these principles are essential elements of the Project Scoping Tool and will be addressed for every project.
- Work Group Charters will be reviewed and updated periodically, changes noted by current version number/date, and prior versions will be saved.

OVERVIEW	
<b>NAME OF WORK GROUP:</b>	
<b>STATEMENT OF PURPOSE/NEED:</b> <ul style="list-style-type: none"> <li>• Why is this Work Group important now?</li> <li>• Identify the problem/current state, i.e. what is happening?</li> <li>• What opportunities are presented by the current state?</li> <li>• What is the need to address equity issues in the community and impacts on communities of color and low-income populations?</li> <li>• What is the need to promote sustainability and build community resilience?</li> <li>• Other?</li> </ul>	
<b>VISION:</b> <ul style="list-style-type: none"> <li>• Describe the desired condition; consider principles of equity and sustainability.</li> <li>• What is the scope of the group's work?</li> <li>• What is outside the boundaries of the group's works?</li> <li>• How does the group's work relate to that of others?</li> </ul>	

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<b>APPROACH:</b> <ul style="list-style-type: none"> <li>Describe how you will address the problems identified.</li> <li>Describe how you will take advantage of opportunities that may be presented.</li> <li>Describe how you will advance this work in the community.</li> </ul>	
<b>OBJECTIVES &amp; MEASURES:</b> <ul style="list-style-type: none"> <li>What outcomes does the approach envision?</li> <li>What are the potential impacts in the community?</li> <li>How will their effectiveness be measured?</li> </ul>	
<b>RESOURCES REQUIRED:</b> e.g. staff, technology, consultant, etc.	

ROLES & RESPONSIBILITIES	
<b>CHAIR/CO-CHAIR</b>	
<b>LEAD STAFFER:</b>	
<b>STAFF SUPPORT:</b>	
<b>MFPC MEMBERS:</b>	
NAME	ROLE/RESPONSIBILITY
1.	
2.	
3.	
4.	
<b>DCFC MEMBERS :</b>	
NAME	ROLE/RESPONSIBILITY
1.	
2.	
3.	
4.	
<b>EXTERNAL STAKEHOLDER ADVISORS OR MEMBERS :</b>	
NAME	ROLE/RESPONSIBILITY
1.	
2.	
3.	
4.	

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### POTENTIAL PROJECTS

Each will require further analysis using Project Scoping Tool (includes RESJI and Natural Step tools)

TITLE/FOCUS	BRIEF DESCRIPTION

### CHANGE IN SCOPE

Consult with Staff to determine when changes in scope would require approval by MFPC

DATE OF CHANGE	DESCRIPTION OF CHANGE	ACTION TAKEN	APPROVED BY