



Task Force

Duties, Time Commitment, and Travel Required of Members

The [Colorado Farm to School Task Force](#) is a 15 member appointed body staffed by the [Spark Policy Institute](#). It currently has funding through [The Colorado Health Foundation](#) and [Gates Family Foundation](#).

Duties

- **Quarterly Meetings of the Full Task Force:** Attend and participate in quarterly meetings, held around the state. Follow through with tasks assigned. Since 2011, the Task Force has met in Pueblo, San Luis Valley (North Conejos), Longmont, Yuma, Montrose, Las Animas, Montrose, Carbondale, and Denver.
- **Quarterly Meetings of a Working Group:** Participate on one or more of the Task Force Working Groups and follow through with tasks assigned:

Work Group	Why this work group exists
FTS Policy & Regulation	Producers, schools, and state agencies need guidance to overcome barriers to implementing FTS that arise from federal, state, and local policies. Policy and regulatory analyses provide guidance that helps eliminate the unknowns and grey areas that are impediments to sustainable FTS statewide. The Work Group in partnership with the Colorado Department of Public Health and Environment (CDPHE) will produce three policy analyses each year.
FTS Evaluation	Evaluation of Colorado FTS is needed to build an evidence-base for effective models and identify barriers. With a completed evaluation toolkit, the FTS Evaluation Work Group is now providing training and technical assistance (TA) to assist in implementation of the toolkit. Additionally, the Work Group will develop and encourage districts to use a common set of indicators and measures, allowing for results to be compared across the state.
FTS Intensive Technical Assistance (ITA)	FTS is a complex process that requires hands-on assistance to schools and producers. The FTS-TF offers ITA workshops to three regions per year. These workshops are developed by Real Food Colorado and the ITA Work Group provides direction and oversight.

Work Group	Why this work group exists
FTS Outreach	To achieve statewide sustainability of FTS, the FTS-TF engages in a public will-building process by talking with and presenting to state leaders, community groups, producers, and schools. The FTS Outreach Work Group identifies opportunities for presentations and coordinates annual updates to state agencies, the legislature and other national partners. The Work Group members often do the presentations but all Task Force members also participate in outreach efforts.
FTS Sustainability	For statewide sustainability of FTS, both local and state level practices must support FTS. The need for statewide support is shifting in 2013 from the high level of capacity building, provided in part through the FTS-TF, to also include ongoing and coordinated support by state agencies to ensure their regulations and practices facilitate, not impede, implementation of FTS. Currently, the Departments of Agriculture (CDA), Education (CDE), and Public Health and Environment (CDPHE) have begun this work with their leadership as TF members. The FTS Sustainability Work Group will work with state agencies to identify strategies for FTS capacity, including staff training, linked activities across agencies, coordinated data collection, and regulatory/policy changes needed to sustain FTS capacity.

- **Core Team:** The Core Team serves as the executive committee and is composed of the Chair, Vice-Chair, state agency representatives and any other Task Force or ex-officio member who wishes to participate. Core Team members meet monthly for 2-3 hours and are responsible for implementing the Task Force activities identified in quarterly meetings, responding to time-sensitive opportunities, identifying FTS special project opportunities and funding opportunities, creating operating procedures, and overseeing the work of the Task Force and its partners. Total time commitment ranges from 4-8 hours per month.
- **As Needed -**
 - **Outreach Presentations:** Assist with Task Force presentations to a variety of stakeholder groups.
 - **Respond to Media – Questions and Interviews:** Answer questions from the media, be willing to do interviews for stories on the FTS Task Force.
- **Optional -**
 - **Intensive Technical Assistance Workshops:** As of 2013, the Task Force in conjunction with the ITA Team conducts 4-5 workshops tailored to the needs of a region as part of their quarterly meeting activities. Typically, 3-4 Task Force members participate in these workshops along with one staff member and ITA Team members.

- **Tours and Special Presentations to the Task Force:** Opportunities arise for the Task Force to tour facilities and attend educational talks and events about farm to school.
- **Annual Social Gathering:** The Task Force celebrates its accomplishments through an annual event featuring local food. The celebration is open to all Task Force members and partners.

Time Commitment

The Colorado Farm to School Task Force is one of two legislatively-mandated farm-to-school entities in the United States; and in its first two years has become a model for other states. The Task Force is committed to action, which is evident in their challenging and exciting work plan (see the [Road Map](#) and the [2013 Legislative Report](#)). At a minimum, Task Force members can expect to devote:

- One day every three months to the quarterly meeting of the full Task Force. The meetings are four hours plus travel to and from the location. Depending on the location, a full day is often required.
 - Follow up tasks vary depending on the issue/activity. Typically, a Task Force member will devote 1-2 hours per month on full Task Force activities, including reading materials in preparation for the quarterly meeting, reading and responding to emails, and following up on assigned tasks.
 - Optional: Participate in the ITA Workshops. The workshops range from 1.5 – 4 hours, depending on the needs of the community. It may require an overnight stay depending on the location of the ITA and the member’s home.
- Participate in four two-hour meetings of a working group. The working groups typically meet in Denver and for members outside the Denver area, attendance is conducted via a webinar or Skype.
 - Time commitment for chairs of the working group can range from 3-5 hours per month. Members of the working group typically devote 1-2 hours per month.

Term

Task Force members are assigned to a three year term, renewable two times for non-specified Task Force seats. Specified seats serve at the pleasure of their appointed designee.

At the end of a member’s term, the chair and vice chair will assess the member and recommend for a renewal (if eligible) or ex-officio status or retirement. This assessment will be done with the member’s input.

Travel & Expenses

The Task Force holds its quarterly meetings around the state. Locations outside the Denver area are chosen to align with opportunities to support farm to school efforts in a given region. There is no reimbursement for travel; however, Task Force members often carpool to meetings.

Lunch, snacks, and beverages are provided to Task Force members at every quarterly meeting.

By signing below, you agree to fulfill and abide by the terms set forth in this document.

I, _____ (print full name) have read and agree to the terms set forth for the *Colorado Farm to School Task Force Duties, Time Commitment and Travel* requirements.

_____ (signature) _____ (date)