

Metro Food Access Network (MFAN) Action Team Expectations

The purpose of MFAN Action Teams is to leverage network partners to organize around action-oriented, task-focused strategies that have a beginning and end date. There are two different types of action teams within MFAN.

- Long-term, strategy-focused Action Teams that have a plan of work that spans at least 6 months – 1 year.
- Short-term emerging Action Teams that take on activities that need immediate action. Such as a letter of support for a piece of legislation.

The following are expectations for both types MFAN Action Teams

1. Each Action Team must have at least one person willing to serve as Action Team Lead - plan, organize, and facilitate Action Team meetings, as well as, hold members accountable for tasks between meetings.
2. The strategy or activity chosen by the Action Team must align with the Mission, Vision, and Core Values of MFAN.
3. The Action Team strategies and activities must align with the MFAN Health Equity Analysis.
4. The Action Team must complete a plan of work that is approved by the Leadership Team.
5. Each Action Team must be able to complete or make significant progress on their plan of work within the time frame designated by the type of action taking place (short-term or long-term).
6. Action Teams must regularly communicate with the MFAN Leadership Team about updates and changes to plan of work.
7. Each Action Team is encouraged to expand membership to include a diverse set of relevant stakeholders.

Note: The emerging Diversity and Engagement Action Team will be available to assist with this process.
8. Each Action Team must be ready to provide an update to the entire network at each quarterly meeting.
9. A given Action Team may briefly and temporarily be placed on hold to accommodate a new priority.
10. Action Teams will sunset when the plan of work is complete. This will be a time for members to celebrate and disband, adapt, or take on other action strategies as necessary.

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Action Team Lead Expectations

1. Set up clear meeting times
2. Develop agendas
3. Help the group set timelines and determine tasks
4. Make sure every meeting ends with reflection
5. Make sure accomplishments and insights are taken back to the larger network
6. Check -in with people between meetings
7. Deal with conflict and issues
8. Appreciate people's work
9. Introduce project management tools and platforms