Governing Council Structure
The Governing Council will serve as the decision-making authority for the Colorado Blueprint to End Hunger Program Office (Trailhead Institute) and help advance the Blueprint work through expertise and insight.

Governing Council Membership
The inaugural 15-member Governing Council will be composed of individuals representing diverse perspectives and expertise within the topic of healthy food access.

The following membership composition was agreed upon by the Steering Committee:
- Consumers/community members (4)
- State agencies (3)
- Counties (1-2)
- Workgroup chairs OR at-large members of the Steering Committee (4-5)

In addition to the representation described above, diversity within the following categories was also considered during the formation of the inaugural Governing Council:
- Geography: urban, statewide, rural
- Desired category/expertise: state agency, county, schools, community representation, advocacy organization, healthcare, food bank, workgroup connection
- Demographics: race/ethnicity, age, gender identity, lived experience

The inaugural Governing Council will determine future membership composition requirements and selection procedures.

Terms
Inaugural Governing Council members were appointed to their positions by the Colorado Health Foundation. Initial terms will be for one year to allow for turnover during the five-year Blueprint timeframe. The inaugural Governing Council will determine term renewal and new membership processes within this initial one-year timeframe.

Proposed Core Functions
Proposed core functions include, but are not limited to:
- Inform, approve, and oversee annual goals, strategic plan, and major efforts of the Program Office (including policy agenda, evaluation plan, communications, etc.)
- Leverage sphere of influence to catalyze efforts and make connections
• Select and supervise Program Office staff, including the Blueprint Implementation Director
• Advise Program Office leadership
• Monitor progress of Blueprint implementation
• Advise funders on grantmaking needs (funders will maintain authority over grantmaking and funding decisions related to the Program Office)

Member Expectations
Governing Council member expectations include, but are not limited to:

- **Attend regular meetings (no designees/substitutions) (2 hour/month);** Initial meetings will be held monthly. Continued frequency of the meetings will be determined by the Governing Council members and the needs of Program Staff. The number of meetings are expected to reduce in 2019.
- **Commit to the values identified by the Blueprint Steering Committee:**
  - Collaborative
  - Inclusive
  - Shared Leadership
  - Action-Oriented
  - Transparent
  - Strengths-based
  - Respectful/authentic
  - Agile/flexible
- **Increase knowledge about the Colorado Blueprint to End Hunger’s Vision, Goals and Strategies and build awareness through networks** including presence and representation at existing meetings and events (as needed).
- **Agree to give permission to publish their names and affiliated organizations** on Program Office materials and other publications/media as appropriate.

Governing Council Leadership
The Governing Council will be led by a Chair that oversees the efforts of the workgroups and the Program Office to ensure Blueprint progress. The inaugural Governing Council will collaboratively decide on how to elect this position and whether a Co-Chair or any other leadership positions should be established.

Prioritization
Initial priority topics for the inaugural Governing Council includes:
• Selection and supervision of additional Program Office staff (Blueprint Implementation Director)
• Setting 2019 goals and supporting the development of high-level workgroup plans
• Developing an evaluation and learning framework
• Policy planning

Additional priorities will be determined following the decision-making process described below.
**Decision-Making**
A consensus building approach will be utilized to reach agreement between all Governing Council members in an effort to find solutions that everyone supports, or at least can live with. If consensus cannot be reached, the decision will be made through majority rules. Governing Council members must be present at the meeting (either in-person or via telephone) to cast a vote towards a decision.

**Governing Council Communication**
Governing Council members are expected to communicate with each other outside of meetings to carryforward Council efforts and individual responsibilities. This communication should be inclusive to all relevant parties.

**Tools to Support Governing Council Activities**
- [Google Drive Folder](#) – contains all workgroup documents, Workgroup Member Contact List, and Inclusivity, Diversity, and Equity Approach (IDEA) resources
- [Blueprint Website](#) – connects all four workgroup and Governing Council efforts; detailed meeting minutes, a high-level executive summary of the key actions and issues, and a short summary video will all be archived on the Blueprint website after each of the workgroup and Governing Council meetings
- [EndHunger@Trailhead.Institute](#) – email and phone number to contact Trailhead Staff with any questions, concerns, requests, or feedback