

**Northeast Iowa Food and Fitness Initiative
Job Descriptions for County Planning Teams
Year 1: November 2009 – October 2010**

Mini-grant Funds - \$600 per County
Refreshments - \$50 x 8 meetings = \$400

County Team Coordinator(s) - \$800 stipend (see below)

- Plan and facilitate monthly Food and Fitness County Team Meeting (2 hrs./mo. x 8 meetings), including recruiting members, arranging meeting space and sending out monthly meeting notices.
- Record and submit minutes (1 hr./mo x 8 meetings)
- Prepare and submit a quarterly Evaluation Report. (1 hr. x 4 reports)
- Attend and represent your County Team at monthly Regional Team Meetings

Note: The first three items and the stipend could be shared by two or more organizational/community partners, however the stipend would be paid to only one partner and they could subcontract to additional partners. The County Team Coordinator would need to attend and represent the County Team at all monthly Regional Team Meetings.

Regional Leadership Team Community Member - \$600 stipend (see below)

- Assist County Team Coordinators with monthly Food and Fitness County Team Meeting, recruitment of members and reporting of Regional Team meeting information (2 hrs/mo. x 8 meetings)
- Attend and represent your County at monthly Regional Team meetings (Approx. 3 hrs x 10 meetings)
- Assist County Team Coordinator in submitting Quarterly Evaluation Report (1 hr/mo x 4 reports)

Regional Youth Leadership Team Member - \$600 stipend (see below)

- Attend and represent your County at monthly Regional Team meetings (Approx. 3 hrs x 10 meetings)
- Attend and represent your County at monthly Regional Youth Team meetings (Approx. 3 hrs x 8 meetings)

Note: This youth team member will be selected by the Regional Youth Team from Food and Fitness High School Team members from schools in your county

Yearly Mileage Stipend to attend Regional Team meetings (1 car per county)

Allamakee	\$302
Chickasaw	\$547
Clayton	\$634
Fayette	\$547
Howard	\$302
Postville	\$302
Winneshiek	\$0

Other County Team Members

- Attend and represent your community, school or organization at monthly County Planning Team meetings (Approx. 2 hrs x 8 meetings). No mileage stipend available.