

Johnson County Food Policy Council

Ad Hoc Committee Structure

Idea/Issue submitted to Executive Committee

- Idea/Issue defined
- SMART Goals list*

Policy Screen Review by the Executive Committee

Executive Committee presents to the Full Council

Creation of Ad Hoc

Timeline and Tasks

- List of tasks
- Meet and do research
- Use 90/90 Structure*
- Create white paper
- Report to Exec Committee
- Exec Committee reports to Full Council

Council considers the topic for action

Action steps are defined as needed

Proceed on the pathway to policy

*Resources:

SMART Goals:

To make sure your goals are clear and reachable, each one should be:

Specific (simple, sensible, significant).

Measurable (meaningful, motivating).

Achievable (agreed, attainable).

Relevant (reasonable, realistic and resourced, results-based).

Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

90/90 Action Plan

Date:

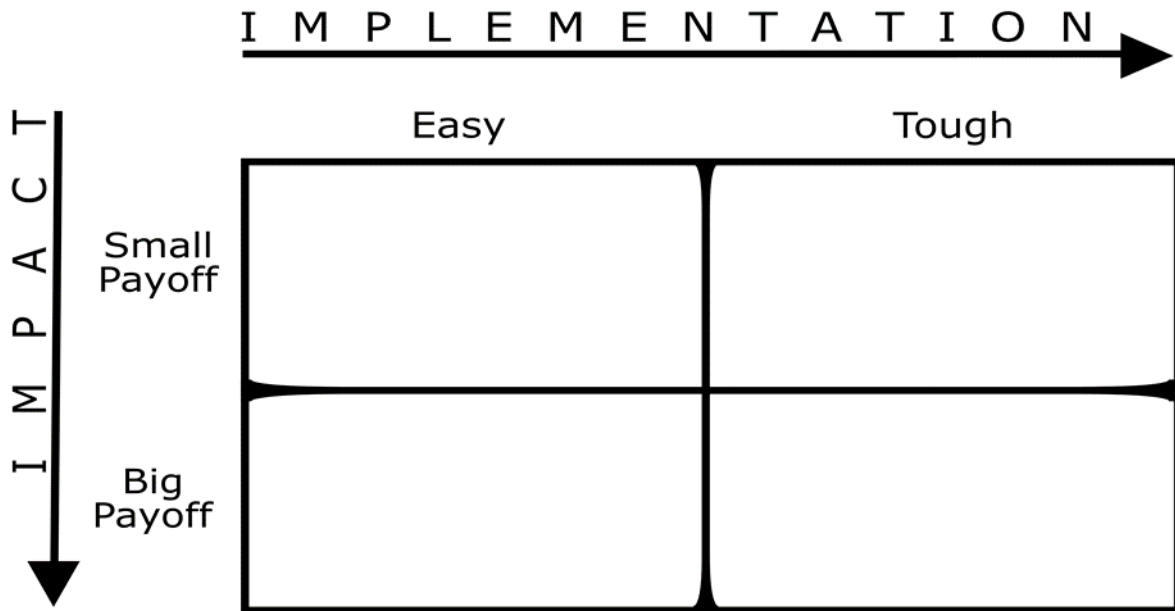
Strategic Focus Area:

Ad Hoc Committee and Champion(s):

1. What have we done to make progress in the last 90 days?
2. What did we learn from these efforts? (Observations and Interpretations)
3. What actions will we take in the next 90 days to make progress? *(Use process on next page.)*

Record these on your action plan

When developing action plans for the next 90 days, keep in mind...



1. What's the purpose of our overall goal? What's worth our best effort?
2. What "Powerful Questions" should we consider?
3. What does success look like? How will we measure success for this Ad Hoc?
4. Of all the actions we could take do to make progress, what should we do?
5. What actions should we: *(Record action steps on action plan.)*
 - a. *Adopt (Actions we will continue to pursue because they are working)*
 - b. *Adapt (Actions we need to modify as an experiment to improve results)*
 - c. *Abandon (Actions we stop doing – not working or not worth our effort)*