

# **PROCEDURES**

## **WISCONSIN WIC PROGRAM ADVISORY COMMITTEE**

### **PURPOSE**

The purpose of the WIC Program Advisory Committee is to:

- Advise the State WIC Program on issues, concerns and needs of local WIC and Farmers' Market Nutrition Program projects and participants;
- Review/comment on current or proposed policies and procedures.

### **MEMBERSHIP**

Advisory Committee members are appointed by the Division of Public Health Administrator for staggered two year terms for participants or three year terms for all others.

Membership consists of local WIC Program representatives from each of the five DPH regions (except for Milwaukee which will have two representatives due to the large percentage of WIC participants in that region) and representatives from the following groups/ organizations:

- 5 WIC participants
- 1 Wisconsin Dietetic Association
- 1 Wisconsin WIC Association
- 2 Wisconsin Association of Health Departments and Boards
- 1 ABC for Health, Inc.
- 1 Hunger Task Force of Milwaukee
- 2 Wisconsin Grocers Association
- 1 UW Department of Nutritional Sciences
- 6 Local WIC projects

Subcommittees/workgroups may be appointed by the WIC Director, and may include representatives from outside of the Advisory Committee membership.

### **MEETING REQUIREMENT**

The Advisory Committee will meet quarterly as needed, but a minimum of two times per year.

### **REIMBURSEMENT OF EXPENSES**

Committee members will be provided lunch at the meeting and reimbursed for mileage to and from the meeting and other allowable costs associated with attending the meeting.

### **OFFICERS**

At the beginning of each year, the State WIC Director appoints a Chairperson, who must be a local WIC project representative with a three year term. The Chairperson may be asked to represent local projects at the National Association of WIC Directors annual meeting.

### **RESPONSIBILITY**

WIC project directors/nutritionists on the Advisory Committee represent all WIC projects within a specified Division of Public Health region. Individuals from agency/organizations and participants represent a key communication channel and linkage between the State WIC Program and that organization. All members are responsible for assessing needs or identifying mutual concerns which are to be addressed by the committee. Members are responsible for communicating with their respective agencies regarding minutes and issues.

