

ROLES AND RESPONSIBILITIES OF NAC ADVISORS

NAC Advisor Responsibilities:

- Attend a mandatory NAC Orientation
- Organize a NAC group with a minimum of 10 students.
- Hold a minimum of four NAC meetings throughout the year, following a meeting format that includes an agenda, sign-in and minutes.
- Guide NAC students in setting goals and performing activities that promote fruits, vegetables, and physical activity in the school community.
- Inform the school community about NAC activities and opportunities.
- Request technical support from the *Network's* NAC Committee, as needed.
- Maintain a portfolio of projects, activities, samples, photos, etc.
- Submit original meeting minutes, agenda, and sign-ins to the *Network* office at least four times a year.
- Schedule the complimentary Chef Visit and any other budgeted contracted services by Winter Recess.
- The NAC Advisor should complete a Weekly Individual Time Log for each reporting period and send the original directly to the *Network for a Healthy California—LAUSD* via school mail at the end of each reporting period. Keep a copy of the Weekly Individual Time Logs for your files.
- However, if the school has an Action Award or Harvest of the Month Award, the NAC Advisor should submit his/her original, accurately completed Weekly Individual Time Log to the lead Teacher by the end of each reporting period. A copy should be kept with your files.

Forming and Conducting a Nutrition Advisory Council:

- To choose your NAC students you may:
 - Use an established school group for your NAC, such as the Student Council or your own class.
 - Create a new group.
 - Advertise the opportunity with a flyer.
 - Have interested students fill out a teacher or *Network*-developed application explaining why they would like to join the NAC.
- Set a meeting schedule:
 - Determine a regular meeting schedule for the NAC group (ex. weekly, bi-monthly, monthly).
 - If the schedule is not during regular school hours, be sure to notify parents and get permission slips for students.
- Conduct Meetings:
 - Lead the NAC in establishing goals and objectives.
 - Create a timeline of activities and strategies to meet those goals.
 - Each meeting must have a nutrition education message topic and may include physical activity topic. The activities must support the *Network's* main goals of increasing both fruits and vegetable consumption and daily enjoyment of physical activity.
 - Keep a record of meeting minutes, agendas, and sign-ins.
 - Offer advice, counsel, and professional expertise to the NAC students.
- Keep your community informed.
 - Keep administration constantly updated on NAC events and results.
 - Communicate with parents and school community regarding the NAC goals and activities. Use newsletters, bulletin boards, and announcements at meetings.
 - Share upcoming NAC events, successes, challenges, and great ideas with the *Network*.

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Budget

- The NAC Advisor must choose how much to allocate as Professional Expert Pay in the NAC Advisor Compensation section of the Budget. This amount allocated must be between \$100 and \$330. Time spent with NAC students is logged time and cannot be compensated.
- \$75 has already been allocated to compensate cafeteria personnel for *Network* tasks outside of the scheduled work day.
- Review the list of USDA Allowables/Unallowables before completing the NAC plan.
- Meet with the School Leadership Team to determine the best use of funds to support the goals of the Nutrition Advisory Council.
- Use the NAC Plan to guide you in the allocation of funds.

Expenditures

- After work has been completed, submit Professional Expert Time Sheets for *Network* duties performed by certificated staff outside of the assigned work schedule. Logged time is not compensated.
- Approve all overtime and additional hours for cafeteria work performed for the *Network* outside of regular work hours.
- All pay that is reported must be based on the approved budget for the award and must stay within the amount budgeted.
- Submit pay sheets to the *Network* for payment.
- Submit requisitions of items listed on the Teacher Food Order Form for approval by the *Network* office **before** the order is placed.
- After receiving the pre-approved Teacher Food Order Form, work with Food Service Worker in ordering and delivery of food items.
- Orders for books, materials and supplies utilizing a requisition form must be submitted to the *Network*. Review the list of USDA Allowables/Unallowables before submitting orders.
- Accurately complete and submit all requisitions by the *Network's* due date.
- The *Network* will process all orders. Only allowable items will be approved for purchase. Approval procedures for all purchases are outlined in the 2009-2010 *Network* Binder.
- It will be the school's responsibility to pay for purchases that have not been approved by the *Network*.
- Ensure that expenditures do not exceed the amount awarded. It will be the responsibility of the school to repay any expenses not included in the budget.
- Strictly follow the guidelines of USDA Allowable/Unallowable expenditures.
- Submit all award orders to the *Network* by the assigned deadline.
- Contact the *Network* with any questions concerning personnel compensation and/or purchases.

I have read the Roles and Responsibilities of NAC Advisors. I understand that by signing below I agree to abide by these roles and responsibilities.

NAC Advisor's Name: _____
(please print)

Signature: _____

Date: _____