

# Appendix A: Minnesota Healthy School Environments Steering Committee Charter

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## **Grant-Specific Purpose of the Steering Committee**

“The Minnesota Department of Health (MDH), other state agencies, and partners will collaborate together to assist and recognize Minnesota schools’ implementation of comprehensive school environmental health programs.”

- Assessment of existing laws and guidance.
- Determination of existing capabilities of state agencies, including the technical assistance services, funding, and training activities.
- Development of a plan that sets goals, roles, and an assessment method of schools’ implementation of environmental health programs.

## **General Role of the Steering Committee**

- Managing scope. The Steering Committee will assist MDH in ensuring that the project’s scope aligns with the agreed requirements of the grant.
- Coordinating with related projects and programs.
- Ensuring that the project’s scope aligns with the needs of the stakeholder groups, and represents stakeholder interests in project deliberations.
- Obtaining support/agreement from stakeholders. The Steering Committee is responsible for obtaining the support and cooperation of all stakeholders.
- Resolving obstacles. Both the Steering Committee and project manager are responsible for resolving obstacles as they arise.
- Communicating to represented stakeholders.
- Assisting in the evaluation of project risks.
- Reporting on project progress to those responsible at a high level, such as agency executive management groups.

## **Member Roles**

Individual Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do.

In general, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs.
- Appreciate the significance of the project for some or all major stakeholders and represent their interests.
- Be genuinely interested in the initiative and the outcomes being pursued in the project.
- Be an advocate for the project’s outcomes by being committed to and actively involved in pursuing the project’s outcomes.

In practice, this means that they:

- Ensure that the project’s outputs meet the requirements of the grant and key stakeholders.

- Help balance conflicting priorities and resources.
- Provide guidance to the project team and users of the project's outputs.
- Consider ideas and issues raised.
- Foster positive communication outside of the Committee regarding the project's progress and outcomes.
- Review the progress of the project.