

Direct to Market / Small Scale Working Group Terms of Reference

OBJECTIVE

To create a forum that will enable discussion of opportunities and challenges with direct to market and small scale farm businesses.

WORKING GROUP REPRESENTATION

Representation on the Working Group will consist of:

- 2 Nova Scotia Federation of Agriculture Executive (x2)
- 7 NSFA Members at Large (small scale farmers)
- 1 representative from Perennia
- 1 representative from ThinkFarm
- 1 representative from Farmers Markets of Nova Scotia
- President, Nova Scotia Federation of Agriculture
- Executive Director, Nova Scotia Federation of Agriculture

Planning and secretarial support will be provided by the NSFA

Meeting participation will be expanded on an 'as needed' basis. Industry, Government and other individuals may be invited to attend meetings and share expertise when required.

Each new committee membership is a 3-year term, for a maximum of 2 terms. Existing members will be introduced to staggered terms, any current member will be eligible for a 1,2, or 3-year term renewal (selected by random draw).

MEETING LOGISTICS

Chair:

Meetings will be chaired by one of the NSFA Executive Committee Representatives

Frequency and Scheduling:

Meetings will be held on a quarterly basis for one year; with an annual review to determine the continuation of the working group.

Location:

Meetings will be held in Truro / Bible Hill or in any other location as needed. Depending on the topic(s) some meetings may be facilitated through a conference call.

Agenda Setting:

Agenda items will deal with farm business with a direct to market business model.

Records of Discussions:

Attendance and outcomes of discussions (agreed upon decisions) with 'move forward' actions will be recorded.

OPERATING PRINCIPLES

1. Discussions are open and frank and committee members exercise discretion with information that is confidential in nature and that is shared in confidence.
2. Committee members participate in good faith respecting the fact that there may be differences of opinions based on their respective mandates and corporate interests.
3. Committee members seek to find common ground on matters of shared/ common interests and are committed to moving forward decisions and actions that have been mutually agreed upon.
4. Points of view and understanding of this committee in its majority will be endorsed by the committee.

ROLES and RESPONSIBILITIES

NS Federation of Agriculture will:

- Provide dates for the meetings;
- Participate in agenda preparation;
- Determine and coordinate required meeting participation;
- Ensure meetings are conducted in accordance with operating principles;
- Provide required support materials;
- Provide information to the Council of Leaders and membership by Newsletter, website, and E-Newsletter; and
- Provide coverage for expenses for NSFA representatives attending meetings of this group.

All Members will:

- Provide subject matter expertise in their respective areas of responsibility and experience.
- Provide leadership in implementing requests pertaining to their respective areas of responsibility that are contained within resolutions or requests addressed to the group.
- Attend meetings and participate in activities whenever possible; three consecutive missed meetings without cause triggers automatic dismissal from the committee.

Approved by NSFA Executive Committee – March, 2018