

**SECTION: Administration****SUBJECT: State Office Sponsored Meetings**

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**POLICY**

Each local agency Program Coordinator and Program Nutritionist shall attend the quarterly State WIC Office sponsored meetings. Each local nutritionist shall attend the quarterly State Office sponsored meetings when attendance is mandatory. Program assistants and clerical staff shall also attend when attendance is mandatory. There are usually two meetings per year in which ALL local agency staff are required to attend.

Notice of the scheduled quarterly State Office sponsored meetings will be sent via State WIC Office numbered memos for each fiscal year.

In the event that the Program Coordinator or Program Nutritionist cannot attend a meeting, the local agency shall send an appropriate authorized representative.

In addition to the authorized representative, the Program Coordinator may request approval from the State WIC office to send additional staff.

Continuing education credits will be offered for State WIC Office sponsored nutrition meetings and workshops through the American Dietetic Association (ADA) for Registered Dietitians when appropriate. Attendance will be recorded by those present on an attendance roster.

**New Local Agency Staff Orientation**

The State WIC Office holds an orientation twice per year (April and October) for new local agency staff. It is required that newly hired local staff attend the State Office orientation. The State Office will contact Program Coordinators regarding attendees, details, agenda and directions in advance of the bi-annual trainings.