

## Appendix J

### Food Support and Resources Committee Terms of Reference

#### **Name**

The Food Support and Resources Committee

#### **Mandate**

The Food Support and Resources Committee administers and dispenses resources that have been budgeted to aid the Local's members in the event that they experience financial shortage that affects their ability to purchase food for themselves and/or their families. Committee members meet at least once per term to coordinate and regulate the disbursement of the Food Support Fund's resources and also conduct business, such as the adjudication of Food Support applications, via email. If they wish to, the committee may also create and distribute educational resources on subjects such as food security, nutrition, and eating on a budget. The committee follows the guidelines for standing committees stipulated in the union's bylaws.

#### **Membership of the Committee**

The committee shall be composed of:

The Chair: The Administration and Internal Communications Chair, or a designate

7 Members: Up to a maximum of seven (7) members, selected by the Administration and Internal Communications Chair after a call-out has been sent to membership of the Local. Numbers of members are subject to change according to applications received to sit on the committee. Of these members, no more than five (5) shall be responsible for reviewing applications. Additional members may assist in community education and creating food-related educational resources.

Members will receive small honorarium for their contribution.

#### **How to Apply**

Interested members should contact the Administration and Internal Communications Chair at [administration@psac610.ca](mailto:administration@psac610.ca) and cc [psac610@psac610.ca](mailto:psac610@psac610.ca)

All members who express an interest will be considered for appointment by the Executive Committee.

#### **Meetings**

##### *Schedule*

The schedule for subsequent meetings shall be decided upon at the first meeting. Meetings shall be held at least once per academic term.

##### *Meeting Duration and Location*

Meetings will be held at the PSAC 610 Union Office, Somerville House Room 1313. Meetings

shall be scheduled for one and a half (1.5) hours, although they will frequently take less time.

*Attendance*

Physical attendance at meetings is required, with the exception of remote participation where the Chair deems it appropriate. To maintain membership on the Food Support and Resources Committee, members shall be physically absent for no more than two meetings per academic year, except under extenuating circumstances (e.g., illness, research travel, bereavement).

Procedures

The Committee will proceed under the PSAC's Rules of Order, which can be viewed on our Local's website.

All members of the Committee have voting rights in matters of debate, which shall be decided by simple majority vote (50% + 1 of the total membership). In cases where the voting pool is comprised of an even number of members, the Administration and Internal Communications Chair will not cast a vote and will not be counted towards total membership.

[Updated October 2016]