

# Operating Policy – MSU Food Collective Centre

1. Purpose

* 1. To coordinate the distribution of foodstuffs and other necessities to the McMaster University community that require additional support;
  2. To develop educational materials and awareness campaigns on issues such as food security and to develop interventions to build resilient food systems in the McMaster community.

# 2. Operating Parameters

* 1. MSU Food Collective Centre shall operate year-round as a service within the McMaster Students Union;
  2. MSU Food Collective Centre shall ensure the distribution of food and other necessities in a secure, accessible, and dignified manner on campus as needed;
  3. MSU Food Collective Centre shall ensure that all the of the items being distributed meet standards set by relevant legislation;
  4. MSU Food Collective Centre shall oversee the Food Collective Centre in Bridges Café and the Good Food Box Program:
     1. The Food Collective Centre and Good Food Box Program shall operate as outlined by the Food Collective Centre Memorandum of Understanding, and in job description of the Good Food Coordinator.
  5. MSU Food Collective Centre shall oversee the McMaster Meal Exchange Chapter:
     1. Meal Exchange Programming shall operate as outlined by the job description of the Assistant Director.

# 3. Personnel Structure

* 1. The Director, who shall:
     1. Be responsible for managing all activities of the MSU Food Collective Centre;
     2. Perform duties outlined in the MSU Food Collective Centre Director job description;
     3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
        1. The outgoing Director;
        2. The Vice-President (Administration);
        3. One (1) Executive Board Member.
  2. The Assistant Director, who shall:
     1. Be responsible for overseeing the Meal Exchange McMaster Chapter;
     2. Assist the MSU Food Collective Centre Director in overseeing all other activities of the MSU Food Collective Centre;
     3. Be responsible in ensuring that the expectations outlined in the job description of the Promotions Coordinator and Events Coordinator are met;
     4. Perform duties outlined in the MSU Food Collective Centre Assistant Director job description;
     5. Be hired by a hiring committee struck by the Executive Board that shall consist of:
        1. The incoming MSU Food Collective Centre Director;
        2. The outgoing MSU Food Collective Centre Assistant Director;
        3. The Vice-President (Administration);
        4. One (1) Executive Board Member.
  3. The Community Kitchen Coordinator, who shall:   
     1. Be responsible for overseeing the Mac Community Kitch(in);;
     2. Perform duties outlined in the Community Kitchen Coordinator job description;
     3. Be hired by a hiring committee that shall consist of:  
        1. The incoming MSU Food Collective Centre Director;
        2. The outgoing MSU Food Collective Centre Director;
        3. The outgoing Community Kitchen Coordinator.
  4. The Good Food Coordinator, who shall:
     1. Be responsible for overseeing the operations of the physical Food Collective Centre and Good Food Box Program;
     2. Perform duties outlined in the Good Food Coordinator job description;
     3. Be hired by a hiring committee that shall consist of:
        1. The incoming MSU Food Collective Centre Director;
        2. The outgoing MSU Food Collective Centre Director;
        3. The outgoing Good Food Coordinator.
  5. The Promotions Coordinator, who shall:
     1. Be responsible for overseeing promotional activities for MSU Food Collective Centre
     2. Perform duties outlined in the Promotions Coordinator job description;
     3. Be selected by the incoming MSU Food Collective Centre Director through an interview an application process.
  6. The Events Coordinator, who shall:
     1. Be responsible for event planning activity for MSU Food Collective Centre;
     2. Perform duties outlined in the Events Coordinator job description;
     3. Be selected by the incoming MSU Food Collective Centre Director though an application and interview process.