



Operating Policy – MSU Food Collective Centre (FCC)

1. Purpose
 - 1.1 To coordinate the distribution of foodstuffs and other necessities to the McMaster University community that require additional support;
 - 1.2 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
 - 2.1 MSU Food Collective Centre shall operate year-round as a service within the McMaster Students Union;
 - 2.2 MSU Food Collective Centre shall ensure the distribution of food and other necessities in a secure, accessible, and dignified manner on campus as needed;
 - 2.3 MSU Food Collective Centre shall ensure that all the of the items being distributed meet standards set by relevant legislation;
 - 2.4 MSU Food Collective Centre shall oversee the Food Collective Centre in Bridges Café and the Good Food Box Program:
 - 2.4.1 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.
 - 2.5 MSU Food Collective Centre shall ~~participate in the ongoing operations of the McMaster Community Fridge through non-monetary support~~ oversee the McMaster Meal Exchange Chapter;
 - 2.5.1 ~~Meal Exchange Programming shall operate as outlined by the job description of the Assistant Director.~~
3. Personnel Structure
 - 3.1 The Director, who shall:

Approved 05D
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- 3.1.1 Be responsible for managing all activities of the MSU Food Collective Centre;
 - 3.1.2 Perform duties outlined in the MSU Food Collective Centre Director job description;
 - 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1 The outgoing Director;
 - 3.1.3.2 The Vice-President (Administration);
 - 3.1.3.3 One (1) Executive Board Member.
- 3.2 The Assistant Director, who shall:
- ~~3.2.1 Be responsible for overseeing the Meal Exchange McMaster Chapter;~~
 - ~~3.2.23.2.1~~ Assist the MSU Food Collective Centre Director in overseeing all other activities of the MSU Food Collective Centre;
 - ~~3.2.33.2.2~~ Be responsible in ensuring that the expectations outlined in the job description of the Promotions Coordinator and Social and Political Advocacy Coordinator(s) ~~Events Coordinator~~ are met;
 - ~~3.2.43.2.3~~ Perform duties outlined in the MSU Food Collective Centre Assistant Director job description;
 - ~~3.2.53.2.4~~ Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - ~~3.2.5.13.2.4.1~~ The incoming MSU Food Collective Centre Director;
 - ~~3.2.5.23.2.4.2~~ The outgoing MSU Food Collective Centre Assistant Director;
 - ~~3.2.5.33.2.4.3~~ The Vice-President (Administration);
 - ~~3.2.5.43.2.4.4~~ One (1) Executive Board Member.
- 3.3 The Community Kitchen Coordinator, who shall:
- 3.3.1 Be responsible for overseeing the Mac Community Kitch(in);
 - 3.3.2 Perform duties outlined in the Community Kitchen Coordinator job description;
 - 3.3.3 Be hired by a hiring committee that shall consist of:
 - 3.3.3.1 The incoming MSU Food Collective Centre Director;
 - 3.3.3.2 The outgoing MSU Food Collective Centre Director;
 - 3.3.3.3 The outgoing Community Kitchen Coordinator.
- 3.4 The Good Food Coordinator, who shall:
- 3.4.1 Be responsible for overseeing the operations of the physical Food Collective Centre and Good Food Box Program;
 - 3.4.2 Perform duties outlined in the Good Food Coordinator job description;
 - 3.4.3 Be hired by a hiring committee that shall consist of:
 - 3.4.3.1 The incoming MSU Food Collective Centre Director;
 - 3.4.3.2 The outgoing MSU Food Collective Centre Director;
 - 3.4.3.3 The outgoing Good Food Coordinator.

3.5 The Promotions Coordinator, who shall:

- 3.5.1 Be responsible for overseeing promotional activities for MSU Food Collective Centre;
- 3.5.2 Perform duties outlined in the Promotions Coordinator job description;
- 3.5.3 Be selected by the incoming MSU Food Collective Centre Director through an interview an application process.

3.6 The ~~Events Coördinator~~Social and Political Advocacy Coordinator(s), who shall:

- 3.6.1 Be responsible for event planning activity for MSU Food Collective Centre;
- 3.6.2 Perform duties outlined in the Social and Political Advocacy Coordinator~~Events Coördinator~~ job description;
- 3.6.3 Be selected by the incoming MSU Food Collective Centre Director though an application and interview process.

3.7 The Community Fridge Liaison, who shall: ▲

- 3.7.1 Be responsible for liaising with the Student Wellness Centre and Academic Sustainability Program about the McMaster Community Fridge;
- 3.7.2 Perform duties outlined in the Community Fridge Liaison job description;
- ~~3.6.3~~3.7.3 Be selected by the incoming MSU Food Collective Centre Director through an application and interview process.

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