



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.

3. Personnel Structure

- 3.1 The Director, who shall:
 - 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;

Approved 05D

Revised 05P, 08Q, 09Q, 11K, 14K, EB 15-06, EB 15-11, EB 18-06, EB 22-04, 22N

- 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 Assist the MSU Food Collective Centre Director in overseeing all other activities of the MSU Food Collective Centre;
 - 3.2.2 Be responsible in ensuring that the expectations outlined in the job description of the Promotions Coordinator and Social and Political Advocacy Coordinator(s) are met;
 - 3.2.3 Perform duties outlined in the MSU Food Collective Centre Assistant Director job description;
 - 3.2.4 Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.2.4.1 The incoming MSU Food Collective Centre Director;
 - 3.2.4.2 The outgoing MSU Food Collective Centre Assistant Director;
 - 3.2.4.2.1 If the outgoing Assistant Director is the incoming Director, then substitute the outgoing Director in their place.
 - 3.2.4.3 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 selected by the incoming MSU Food Collective Centre Director and Assistant Director through an application and interview process.

- 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 selected by the incoming MSU Food Collective Centre Director and Assistant Director through an application and interview process.

- 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 and Assistant Director through an application and interview process.

3.6 The 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 job description;
- 3.6.3 Be selected by the incoming MSU Food Collective Centre Director and Assistant Director through 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;
- 3.7.3 Be selected by the incoming MSU Food Collective Centre Director and Assistant Director through an application and interview process.