

Appendix K. 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.

The Food Support and Resources Committee shall determine and post on local website the amount available for disbursement to eligible members (including additional amounts for dependents) and the maximum disbursement per term and/or year.

Membership of the Committee

The committee shall be composed of:

The Chair: The Administrative Chair, or a committee member nominated by the chair and approved through election by the Committee. 7 Members: Up to a maximum of seven (7) members, selected by the Administrative 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.

Interested members should contact the Administrative Chair at admnpsac610@gmail.com and cc staffpsac610@gmail.com. All members who express an interest will be considered for appointment by the Executive Committee.

Eligibility

The Food Support and Resources Program is intended to aid TA members who are experiencing unexpected financial need or an emergency that diverts income from their food budget. The food support application can be submitted more than once within one academic term. Approval of payment will be based on the budget each term and will be on a first come first served basis, however priority will be given to members in the following order:

1. International members with children
2. International members
3. Domestic members with children
4. Domestic members

The applicant may be asked to submit supporting documents. With a limited budget and resources, the fund is not sufficient to address chronic need and not everyone will be approved.

How to Apply

The food support application form is available online and can be completed and submitted at staffpsac610@gmail.com or in person at the union office, Somerville House, rm 1313.

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 Bourinot'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 Administrative Chair will not cast a vote and will not be counted towards total membership.

[Updated May 2018, May 2021; May 2022; April 2023]