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## **UMGSA Ad-Hoc Committee on Food Insecurity – Terms of Reference**

### **Mandate:**

1. The UMGSA Ad-Hoc Committee on Food Insecurity (hereinafter referred to as the ‘Committee’) shall be tasked with exploring the issue of food insecurity as it relates to graduate students studying at the University of Manitoba.
2. These terms of reference constitute a policy and are afforded the same provisions and authority as those other documents designated as policy.
3. The committee shall have broad authority to investigate concerns raised through a graduate wide survey conducted in the Winter of 2023 as they relate to the food insecurity of graduate students at UM.
4. UMGSA Council and/or the Executive Committee shall have the ability to further refine or adjust the mandate of the committee through a simple majority motion (50%+1) of members of that body.
5. The committee shall automatically be dissolved on April 30<sup>th</sup>, 2024 unless this mandate is extended by UMGSA Council prior to the dissolution date.

### **Authority:**

6. This Ad-Hoc committee, once duly constituted, derives its’ authority from Article IX, Section 1 of the UMGSA Governance and Operations Manual, specifically because this policy outlines the four key criteria required to form such a committee.
7. The UMGSA Council reserves the authority to revoke the mandate, and summarily dissolve this committee through a simply majority motion (50%+1) of members present.

### **Membership:**

1. The Committee shall be comprised of the following members, representing a broad cross section of the graduate student population at the University of Manitoba:
  - a. Two (2) members of the UMGSA Executive Committee
  - b. Three (3) members of the UMGSA Council, each of whom shall come from different programs.
  - c. One (1) member of the HSGSA.
  - d. Three (3) members of the UM Graduate Student population, who shall come from programs not currently represented on the committee.
  - e. UMGSA President (ex-officio, non-voting)
  - f. UMGSA Staff resource, to be assigned by the UMGSA President, as needed (ex-officio, non-voting).

2. The Executive Committee shall be responsible for filling all vacancies on the committee. Once approved, a list of committee members shall be presented to UMGSA Council for information.
3. Any changes to committee membership following the approval and review of the initial membership list shall be brought, by the Committee Chair, to the relevant body's for information.

### **Structure:**

1. The committee shall, at its first meeting (or at the first meeting following a vacancy in either role), select a chair and vice-chair of the committee from amongst the committee's membership. All voting members shall be eligible to stand for the position.
2. One of the ex-officio, non-voting members of the committee shall call the first meeting to order and facilitate the election of the chair and vice-chair as the committee's first order of business.

### **Committee Chair:**

1. The Committee Chair shall be responsible for calling all meetings of the committee, this includes determining and managing an agenda, conversations within meetings, and dialogue between meetings. They shall also be responsible for scheduling meetings, coordinating efforts to fill committee vacancies as they arise as well as reporting on the committee's activities to those relevant stakeholders outlined in this policy.
2. The Committee Vice-Chair shall be responsible for all activities normally managed by the Chair should the chair be unable to fulfill these responsibilities.
3. The committee may determine and delegate additional responsibilities to the Chair and/or Vice-Chair, as necessary, provided these responsibilities are found to be within the scope of this policy.

### **Reporting:**

1. The committee shall report monthly, through the committee chair, to the UMGSA Council in the form of a written report. The committee shall also report, through the committee chair, on an as needed or requested basis to the UMGSA Executive Committee.
2. The Committee shall prepare a final report summarizing all activity undertaken by the committee, to be submitted for review and approval by UMGSA Council. This report shall be submitted no later than one week prior to the final UMGSA Council meeting of the 2023-24 fiscal year (April 2024).

### **Meetings:**

1. Meetings shall be called by the chair of the committee, or by a majority of members of the committee.

**Meeting Frequency:**

1. The committee shall meet monthly, at a minimum, at a time and duration of their choosing, but may meet more frequently as required.

**Quorum:**

1. A simple majority (50%+1) of members present in attendance at a meeting duly called for the purposes of committee business shall be considered a quorum to conduct committee business.
2. No committee business shall be conducted if a quorum of members has not been met.