



## Acadia University Food Services Advisory Committee Terms of Reference

*Updated Feb. 21, 2017*

The Acadia Food Services Advisory Committee is established under the Office of the Vice President Finance & Administration and CFO (Vice-President Administration). The objective of the committee is to advise the Vice-President Administration and Vice-President Enrolment and Student Services on all matters relating to food service at the University including retail and residential food, beverage and vending programs.

### Role

The Food Services Advisory Committee will:

- Advise on trends and best practices in institutional food services.
- Assist in strategic planning for campus food services.
- Examine food service issues on campus and recommend solutions.
- Advise on relevant policies and procedures.
- Assist in evaluation of the food service contract(s).
- Review plans for construction and renovation in food services facilities.
- Solicit feedback and report to the University community on food service matters.
- Liaise and coordinate activities with other relevant committees and organizations.
- Provide advice and assistance on other related matters as requested by University administration.

### Membership

The committee consists of faculty, staff and students and will not exceed seven members. Members are appointed by the Vice-President Administration. Representatives are appointed for a one-year renewable term. Membership shall be reviewed at the beginning of the Academic Term in September.

Members shall include the following:

- Director of Student Services
- Manager of Residence Life
- Acadia Sustainability Coordinator
- ASU Sustainability Officer
- Student representative
- Faculty representative(s)

### Governance

A chair is to be elected by the committee and will serve for a term of two years. The Chair will prepare and circulate agendas with input from members and the Vice-President Administration. The Chair will act on the authority of the Vice-President Administration. A Vice-Chair, who is an Acadia student, shall be elected and serve for a term of one year. The committee will meet a minimum of four times per year. Decisions will be made by consensus.