**Student Nutrition Advisory Committee**



**Terms of Reference**

**1. Mandate**

Student Nutrition Advisory Committee (S.N.A.C.) will bring student nutrition matters forward to

the TDSB through the Program and School Services Committee(P.S.S.C.), in order to build Healthy

Schools to enhance student well-being and achievement and build strong confident members of society.

**2. Membership**

The following members will be voting members of S.N.A.C.:

i. 8-10 community representatives from various organizations with a city wide perspective on student nutrition;

ii. 4 Parents and 4 student representatives one from each quadrant if possible

iii. Two Board-appointed Trustee members to serve on S.N.A.C. committee including one trustee to co-chair who will co-chair with community or parent chairs as selected by the committee;

The following members will be non-voting members of S.N.A.C.

iv. The Director will designate staff as resource persons to S.N.A.C.;

v. TDSB Committee Assistant will serve as a resource (minutes, distribution of agendas, room reservation, post minutes on web-site, etc.)

vi. The schedule of meetings for each S.N.A.C. will be established in advance and published;

**3. Terms of Office**

i. The term of office for community members of the S.N.A.C. will be two (2) years; this

term will be renewable:

ii. Trustees will be determined by the Board’s annual organization process;

iii. Staff will be assigned by the Director;

iv. Parent and Student representatives will serve a 2 year term where feasible

**3.1**

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i. Should a position on S.N.A.C. become vacant during a representative’s term, a new representative will be elected or appointed, as applicable, at the earliest possible opportunity by the appropriate body, to serve the rest of the term;

ii. Each position will be re-elected or replaced at the completion of the original term;

iii. Notices of resignation should be submitted to the Co-Chairs with 48 hours’ notice.

**4**. **Selection/Election of Community Co-Chairs**

i. The selection/election process for the community co-chairs will be conducted annually at the first meeting of the school year;

ii. The election process will be carried out by simple majority vote.

iii. Members will be given notice 2 weeks in advance when candidates must be nominated for election at the next meeting

**5. Meetings**

i. Meetings will be held 4-6 times per year or called by the Co-Chair if need arises.

ii. Workgroups may be called by the members if required

iii. Agendas and notice of meetings and minutes to be circulated by Committee Assistant no later than one week in advance.

iv. Meeting schedules to be organized at times convenient to the majority of members. v. Schedule of meetings for S.N.A.C. will be established in advance and published.

vi. Provide teleconference option

**6**. **Roles of the Members**

i. Co-Chairs shall preside over meetings, work with staff to develop a yearly plan of priorities for the committee, work with staff to develop meeting agendas, participate in discussions, and provide information on a matter under discussion and vote.

ii. General members attend all meetings and bring forth student nutrition items forward to the attention of S.N.A.C.

iii. Notify committee if they are unable to attend meetings

iv. General member’s participation at meeting will be reviewed when attendance includes 3

consecutive non-excused meetings.

**7. Decision making**

i. When votes are necessary, a simple majority will be sufficient.

**8**. **Quorum**

i. A quorum of the members is half the total number of sitting members plus one, rounded down.

16 members divided by 2 = 8 plus 1= quorum is 9

17 members divided by 2 = 8.5 plus 1 = 9.5, rounded down = quorum is 9 ii. One trustee must be present to meet quorum

**9. Convene Meeting**

i. The Chair should convene the meeting as soon as quorum of the members is present, but not

before the scheduled start time. If a quorum is not present within 15 minutes of the scheduled start time, the meeting is cancelled. At that point, the members present could hold an informal meeting for discussion purposes only and minutes will not be recorded. The agenda will be carried over to the next scheduled meeting.

ii. All meetings shall be open to public observers and shall be held at a location that is accessible to the public.

**10. Communicating Advice to the Board or Staff**

i. S.N.A.C. will provide advice to the Board in the form of formal recommendations approved by

S.N.A.C. and presented in a committee report, or feedback expressed in a separate document or recorded in the minutes of its meetings.

ii. Advice to the Board may entail: a request made for a delegation at the appropriate standing committee, or a committee report may be presented to the appropriate standing committee, or both.

iii. S.N.A.C. may direct advice to senior staff, either on request or independently, where such matter is appropriate for staff attention.

iv. S.N.A.C. to send agenda and minutes to P.S.S.C. as an update.

11. Review of Terms of Reference

i. S.N.A.C. will review the Terms of Reference annually.

REFERENCE DOCUMENTS

Board Policy P.023 SCS: Parent and Community Involvement

Operational Procedure PR. 558 SCS: Procedure 7.0, Community Advisory Committees