Terms of Reference

Vij’s Kitchen Oversight Committee

<table>
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<tr>
<th>Date last Updated</th>
<th>May 29, 2017</th>
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<td>Prepared by</td>
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1. REPORTS TO
   Program Director, Food, Nutrition and Health

2. PURPOSE AND SCOPE
   1. To develop and maintain policies and procedures to govern the usage of Vij’s Kitchen, FNH room 130, including:
      a. Facility Bookings
         i. Booking priorities
         ii. Usage structure
            1. Fees
            2. Access
            3. Keys
      b. Care and Sustainable Use of Appliances and Equipment
         i. Care and sustainable usage of large and small appliances
         ii. Care and sustainable usage of utensils and vessels
         iii. Care and usage of dishes and flatware
         iv. Cleaning of facility and equipment
         v. Consequences of policy violations
   2. To discuss arising issues related to kitchen operations and to determine a course of action to resolve issues.
   3. To review Vij’s Kitchen financial situation and accounts (operations and donation) at least once a year, in annual April meeting, or as needed.

3. EXPECTED OUTCOMES (include indicators/metrics)
   a. Policies and procedures in place to ensure safe, sustainable and efficient operations of Vij’s Kitchen facility
   b. A mechanism to address arising issues that require broad input

4. COMPOSITION
   • Committee Chair: Lisa Rooney
   • Representative from FNH Dietetics: Gerry Kasten, Heather Tufts (Tamar Kafka’s maternity leave replacement)
5. ORGANIZATION
   a. Chair
      i. Appointed by the Program Director, Food, Nutrition and health
      ii. Chairs meetings and forwards key recommendations to the Program Director, Food, Nutrition and Health, for communication to FNH Program group
   b. Secretary
      i. Arranges meetings
      ii. Prepares and distributes agendas and minutes to all committee members and to the FNH Program Director
   c. Term of Office
      2-year appointment, renewable
   d. Quorum
      A quorum is a simple majority of the membership
   e. Number of Meetings
      - 1 annual meeting in mid April – to review state of facility, equipment needs and maintenance needs after end of Term 2;
      - Other meetings as needed only (Aug / Oct) – to deal with any issues or needs arising from interim facility usage
   f. Notice of Meeting and Agenda
      A notice of meeting and agenda is distributed to committee members at least three (3) days in advance.
   g. Decisions
      Decisions will be made as often as possible by consensus. If consensus cannot be reached, a decision will be deferred to the FNH Program group.

6. TERMS OF REFERENCE REVIEW
   The Terms of Reference will be reviewed every two (2) years by the committee, in consultation with the Program Director, Food, Nutrition and Health.

Key Dates:
March 4, 2014: VKOC ToR were initially established.
August 3, 2016: first review of and amendments to the ToR were finalized.