

# Lander University Committee Assignments

Thursday, July 28, 2022

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## Student Needs Committee (2022-2023)

**Appointed By:** VP for Student Affairs

**Reports To** VP for Student Affairs

In 2018, administrators, faculty, and staff convened a Task Force on Student Hunger and Homelessness. The primary intention was to create spaces on campus that would serve the needs of food and housing insecure students, and that has been wildly successful. The Bear Necessities Food Pantry was launched in Fall 2020, and currently serves approximately 1,000 student visits per semester. It is run by a handful of faculty volunteers, running on informal leadership. Come the fall of 2022, the Food Pantry will have a graduate student hired to manage day to day operations.

*Description of Need:* Currently the Task Force meets on a scheduled monthly basis, though meetings are often cancelled due to scheduling conflicts. What was a single body has devolved into two groups: one of people actively volunteering time and energy at the Food Pantry, and one who serve in an advisory capacity. In order to secure the future of the Food Pantry, several things are needed:

1. A clear definition of leadership. This includes both the Task Force and management of the graduate student worker.
2. A collective understanding of responsibility, and definition of what serving on the Task Force means.
3. A well-articulated mission describing what we are doing, and what we hope to accomplish.
4. An actual list of Task Force Members.

It is expected that this committee will grow beyond the bounds outlined below, as there are plans to address clothing and housing, among other needs that exist beyond the provision of food.

### Membership

Members shall serve on a volunteer basis, offering their participation in the committee of their own accord. While such participation is at-will, service on the committee shall come with the expectation of a minimum two-year commitment unless extenuating circumstances arise, and service is conditional upon the approval of the Vice President of Academic Affairs. One member shall be ex-officio as a representative from the Greenwood County Food Bank.

Leadership of the committee shall include:

- A chair, selected annually from the membership, who shall serve no more than three consecutive single-year terms. The chair shall also serve as the direct report for the food pantry manager.
- The Vice President of Academic Affairs, who shall serve as a voting, ex-officio vice chair of the committee.

The food pantry manager, a graduate student hired through the office of Student Affairs to oversee day to day operations of the Food Pantry.

### Function

The purpose of this committee is, first and foremost, to ensure the continuance and smooth functioning of the Bear Necessities Food Pantry. This purpose is premised on putting service to students first, and eliminating student need on campus to the extent possible. The committee will advise the Chair, Vice President of Academic Affairs, and food pantry manager on operations at the Food Pantry, and contribute to its operation. All members of the task force are expected to contribute at least two hours of time per semester in service to the Food Pantry in addition to regular attendance at meetings, which may include:

- Working at the Food Pantry during its regular hours, or in receiving donations.
- Public relations work like presentations to other groups in support of the Food Pantry or managing social media.
- Attending the Lander Open House on behalf of the Food Pantry.
- Developing materials that serve to enhance the functioning of the Food Pantry, including for marketing purposes, policy development, or grant applications.
- Serving on the subcommittee that hires the food pantry manager.

Any other contribution approved by the chair of the committee.

### Procedure

The committee shall meet once per month during the regular academic year, and shall be convened by its chair. If no chair currently serves, the Vice President of Student Affairs shall be responsible for convening the committee.

The committee will report to the Vice President for Student Affairs.

Member	Title / Role	Term of Service
Boyd Yarbrough (Chair)	Vice President for Student Affairs	