

WF Board Food Exchange Liaison Position Description (Draft)

Background Information:

The Campus Food Exchange is a confidential program open every week that school is in session. It provides students, faculty, and staff at William & Mary access to nonperishable food, household products, and personal hygiene products. There are two locations: the basement of the Wesley House and Room 157 of the Sadler Center. The Food Exchange is run by [Food for All](#), an on-campus club that unlocks food access for William & Mary.

Food Exchange donations are processed through the Wesley Foundation. Nonperishables are placed in a bag or box labeled “Food Exchange” and placed in a donation box in front of the Wesley House (526 Jamestown Road, Williamsburg VA). Monetary Donations are processed through the Wesley Donation page <https://wmwesley.org/donate/>.

The Food Exchange is part of a larger program, Food For All, which is a William and Mary Student Organizations. <https://foodforall.pages.wm.edu/>. Students have been appointed to manage the Food for All Program, to include the Food Exchange.

Focus of the Liaison:

A Food Exchange Liaison is needed to represent the Wesley Board and work with the Administrative Assistant, the Campus Minister, the Student Leadership Team and Food Exchange Chairs in establishing the overall policies and procedures that will govern the program. The liaison will work with the Administrative Assistant for managing donations.

Some of the policy questions that need to be addressed are:

- Should the Food Exchange or the Food for All program have a separate bank account?
- How should monetary donations made to Wesley be managed from an accountability standpoint?
- What type of accountability reports should be made regarding the Food Exchange?
- What procedures should be established regarding the donation system to reduce the workload that currently falls on the Administrative Assistant?