



# MEMO

*From the office of the...*

## QSCC Coordinator

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TO: Members of the Executive Board  
FROM: Aly Khalifa  
SUBJECT: Operating Policy Changes  
DATE: 28<sup>th</sup> July 2016

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Dear members of the Executive Board,

Attached with this memo are two updated job descriptions for the positions of Desk Shift Volunteer and Peer Support Volunteer. One of my objectives for this coming year is the expansion of the QSCC's peer support services to include in-space peer support, as opposed to the current by-appointment system. My aim is to increase access to the peer support program by eliminating wait times and facilitating more informal peer support. The Peer Support Volunteer job description has been updated to include two one-hour shifts per week in the space, as well as changes regarding safe(r) space facilitation and other responsibilities associated with working in the space. By appointment peer support will still be offered by request, since not everyone is comfortable coming to the space. These changes will hopefully help create a more supportive environment for service users and volunteers.

The Desk Shift Volunteer has not been eliminated since this position allows students who might not be interested in peer support to volunteer, and serves as an important entry point into the QSCC community. The position has however been updated to ensure that the position is distinct from Peer Support Volunteer responsibilities in the space, to avoid too much overlap. Notably, the changes reflect a larger focus on resource management including the library, pamphlets, and safe sex resources. The name of the position has been retitled to Resource Volunteer to reflect the distinction between the two positions.

Finally, a second objective of mine this year is to launch a Trans Peer Support Group. Trans or questioning students face unique issues in the context of navigating through university. There is a lack of resources and adequate resources for trans students available on campus, and there are not many spaces where trans students can feel comfortable, or even safe, discussing their identity and their experiences. The proposed group would meet bi-weekly and would serve as a meeting point and safe(r) space for trans identifying or questioning students. The group will discuss relevant topics as determined by both the group members and the facilitator. A job description for a new position, the Trans Peer Support Facilitator, is also attached. This facilitator would attend and plan group meetings as outlined. The facilitator will also plan small closed events to create a more social environment for students to meet.

An updated operating policy that reflects these changes is also attached. Thank you for time and please let me know if you have any questions.

Best,

Aly Khalifa  
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