OPERATING POLICY - QUEER STUDENTS COMMUNITY CENTRE (QSCC)

For the purpose of this Operating Policy, the following definition shall apply:

QUEER: An all-inclusive term encompassing gay, lesbian, bisexual and transgender people, as well those who do not identify with any standard sexual orientation or gender identity.

1. PURPOSE

   1.1. The QSCC shall aim to educate the McMaster community in general, continually working towards the goal of a campus free from prejudice and discrimination on the basis of sexual orientation and gender identity;

   1.2. The QSCC will also serve as a principle participant in assisting the growth and development of the Queer community in the Greater Hamilton Area;

   1.3. The QSCC will operate as a safe space and contact point for queer people and their supporters on campus and provide regular social and educational activities.

2. OPERATING PARAMETERS

   1.1. The QSCC shall offer a safe space in its office and associated spaces for queer people and their supporters to come and feel welcome and secure. This office is to be staffed during class hours, Monday to Friday, or at the discretion of the Coordinator during special circumstances;

   1.2. The QSCC shall provide structured social events to create a sense of inclusion and community among queer people and their supporters. Social events will reflect the diversity of the community;

   1.3. The QSCC shall provide informal support services including, but not limited to discussion groups, newcomers meetings, and anonymous phone line and peer support. These settings will allow students with training and/or experience in these matters to share their knowledge with those who may need it. Any personal information divulged at these meetings shall be held in the strictest of confidence and will not be shared outside of the support session without written permission, or threat of imminent danger to the parties concerned;

   1.4. The QSCC shall be involved in eliminating the social injustices and instances of institutionalized discrimination at McMaster University and ensure the safety and equal treatment of all people on campus and in the community.
3. **PERSONNEL STRUCTURE**

1.1. The Coordinator, who shall:

   1.1.1. Oversee all activities of the QSCC;
   1.1.2. Perform duties outlined in the QSCC Coordinator job description;
   1.1.3. Be hired by a hiring committee struck by the Executive Board that shall consist of:

      1.1.1.1. The outgoing QSCC Coordinator;
      1.1.1.2. The Vice-President (Administration);
      1.1.1.3. One (1) Executive Board Member;
      1.1.1.4. One (1) representative from Human Rights & Equity Services.

1.2. The Events Coordinator, who shall:

   1.1.1. Be responsible for managing all activities of the Community Outreach Committee;
   1.1.2. Be responsible for overseeing all queer community events and athletic initiatives facilitated by the QSCC;
   1.1.3. Be responsible overseeing events that open dialogue on queer health;
   1.1.4. Work closely with the Social and Political Advocacy Coordinator(s);
   1.1.5. Perform duties outlined in the QSCC Events Coordinator job description;
   1.1.6. Be selected by the QSCC Coordinator through an application and interview process.

1.3. The Research and Resources Coordinator, who shall:

   1.1.1. Be an executive member of the Awareness and Advocacy Committee;
   1.1.2. Be responsible for researching and bringing awareness of queer-related issues to the QSCC Committees;
   1.1.3. Be responsible for building and curating the QSCC resource library;
   1.1.4. Work closely with the Volunteer and Training Coordinator;
   1.1.5. Perform duties outlined in the QSCC Research and Resources Coordinator job description;
   1.1.6. Be selected by the QSCC Coordinator through an application and interview process.

1.4. The Social and Political Advocacy Coordinator(s), who shall:

   1.1.0. Be responsible for managing all activities of the Awareness and Advocacy Committee;
   1.1.1. Be responsible for outreach and encouraging dialogue on the intersections of queer identities with other identities on campus;
   1.1.2. Serve as a delegate to all focus groups, working groups and service consultation meetings as necessary;
   1.1.3. Be primarily responsible for the design and implementation of QSCC campaigns;
   1.1.4. Perform duties outlined in the QSCC Social and Political Advocacy Coordinator job description;
   1.1.5. Be selected by the QSCC Coordinator through an application and interview process.

1.5. The Group Facilitation Coordinator, who shall:

   1.1.1. Be responsible for managing all activities of the Sessions Committee;
1.1.2. Be responsible for encouraging open dialogue revolving around queer issues by overseeing and facilitating weekly Newcomers meetings;
1.1.3. Perform duties outlined in the QSCC Group Facilitation Coordinator job description;
1.1.4. Be selected by the QSCC Coordinator through an application and interview process.

1.6. The Promotions Coordinator, who shall:

1.1.1. Be an executive member of the Awareness and Advocacy Committee;
1.1.2. Be responsible for promoting queer events, initiatives, and appropriate queer causes. They shall also aid the Events Coordinator in planning major events, including Mac Pride and Queer History Week;
1.1.3. Perform duties outlined in the QSCC Promotions Coordinator job description;
1.1.4. Be selected by the QSCC Coordinator through an application and interview process.

1.7. The Volunteer and Training Coordinator, who shall:

1.1.1. Be an executive member of the Community Outreach Committee;
1.1.2. Be responsible for the scheduling of all Peer Support Volunteers and Resource Volunteers;
1.1.3. Be responsible for creating and delivering training for all Peer Support Volunteers in partnership with the QSCC Coordinator;
1.1.4. Perform duties outlined in the QSCC Volunteer and Training Coordinator Job Description;
1.1.5. Be selected by the QSCC Coordinator through an application and interview process.

1.8. The Newcomers Facilitator(s), who shall:

1.1.1. Be an executive member of the Sessions Committee;
1.1.2. Facilitate the Newcomer meetings or Peer Support Group;
1.1.3. Perform duties outlined in the QSCC Newcomers Facilitator job description;
1.1.4. Be selected by the QSCC Coordinator through an application and interview process.

1.9. The Trans Community Group Facilitator, who shall:

1.1.0. Be an executive member of the Sessions Committee;
1.1.1. Facilitate the QSCC Trans Community Group;
1.1.2. Work closely with the Awareness and Advocacy Committee;
1.1.3. Perform duties outlined in the Trans Community Group Facilitator job description;
1.1.4. Be selected by the QSCC Coordinator through an application and interview process.

1.10. The Peer Support Volunteer(s), who shall:

1.1.0. Conduct confidential peer support in the QSCC space during shifts, and outside the space upon request of the Volunteer and Training Coordinator;
1.1.1. Aid the Research and Resources Coordinator in monitoring the QSCC space and resource library;
1.1.2. Perform duties outlined in the QSCC Peer Support Volunteer job description;
1.1.3. Be selected by the QSCC Coordinator and Volunteer and Training Coordinator through an application and interview process.
4. COMMITTEES

1.1. The Sessions Committee shall:
   
   1.1.1. Be chaired by the Group Facilitation Coordinator;
   1.1.2. Plan, create, and standardize creative sessions for both the Trans Community Group and Newcomer meetings.

1.2. The Awareness and Advocacy Committee shall:

   1.1.1. Be chaired by the Social and Political Advocacy Coordinator(s);
   1.1.2. Through an intersectional lens, plan, design, and implement informational campaigns that seek to educate and raise awareness of queer and equity-related issues to the McMaster student community.

1.3. The Community Outreach Committee shall:

   1.1.1. Be chaired by the Events Coordinator;
   1.1.2. Plan and implement educational and non-educational events to positively engage and build community within McMaster’s diverse queer and ally student bodies;
   1.1.3. Plan and implement appreciative events to actively engage and build community within QSCC’s Peer Support Volunteer base.