OPERATING POLICY - STUDENT COMMUNITY SUPPORT NETWORK (SCSN)

1. PURPOSE

1.1 To develop and strengthen relationships between McMaster students and the various members of the community surrounding McMaster as well to provide support to off-campus students including providing information, resources, programming, and community advocacy.

2. OPERATING PARAMETERS

2.1 SCSN will cater to all students in the greater McMaster community, which includes the immediate surrounding areas, such as Ainslie-Wood and Westdale, as well as those areas from where students commute;
2.2 SCSN shall be a completely student-run service dedicated to improving the image of McMaster students in the community, providing support for off-campus students, and education on municipal bylaws and community engagement initiatives;
2.3 SCSN shall facilitate training sessions for the Community Connectors before the end of September;
2.4 SCSN shall work with various University departments and relevant stakeholders to ensure a high quality of student life within the community;
2.5 SCSN shall represent McMaster students on relevant University, municipal, or community committees, in coordination with the MSU President, the Vice-President (Education), and the Associate Vice President Municipal Affairs;
2.6 SCSN shall work collaboratively with McMaster’s Off-Campus Resource Centre to facilitate and disseminate services to off-campus students;
2.7 SCSN shall work collaboratively with the Society of Off-Campus Students and the Commuter in Residence Experience (CoRE) program to coordinate events and programming to engage off-campus students;
2.8 SCSN shall assist in the creation and maintenance of a landlord rating system.

3. PERSONNEL STRUCTURE

3.1 The SCSN Coordinator, who shall:

3.1.1 Be responsible for managing all activities of the Student Community Support Network (SCSN);
3.1.2 Perform duties outlined in the SCSN Coordinator job description;
3.1.3 Ensure that OPERATING POLICY – SERVICES and OPERATING POLICY – STUDENT COMMUNITY SUPPORT NETWORK are upheld;
3.1.4 Prepare a year plan and regularly report to Executive Board;
3.1.5 Participate in transition with the outgoing Coordinator and prepare transition for the incoming Coordinator.
3.1.6 Be hired by a hiring committee struck by the Executive Board which shall consist of:

3.1.6.1 The outgoing SCSN Coordinator;
3.1.6.2 Vice-President (Administration);
3.1.6.3 One (1) Executive Board member.

3.2 The Promotions Coordinator, who shall:

3.2.1 Be responsible for all activities directly related to the production and distribution of promotional materials for the service;
3.2.2 Perform duties outlined in the SCSN Promotions Coordinator job description;
3.2.3 Be selected by the SCSN Coordinator through an application and interview process.

3.3 The Volunteer Coordinator, who shall:

3.3.1 Be responsible for the training and management of the Community Connectors in conjunction with the SCSN Coordinator;
3.3.2 Perform duties outlined in the SCSN Volunteer Coordinator Job Description;
3.3.3 Be selected by the SCSN Coordinator through an application and interview process.

3.4 The Events Coordinator, who shall:

3.4.1 Be responsible for creating and implementing monthly events with a focus on building connections between students and the Hamilton Community;
3.4.2 Perform duties outlined in the SCSN Events Coordinator Job Description;
3.4.3 Be selected by the SCSN Coordinator through an application and interview process.

3.5 The Advocacy and Political Coordinator, who shall:

3.5.1 Be responsible for organizing and executing campaigns that raises awareness and promotes positive change to issues faced by students living in the Hamilton community;
3.5.2 Work in partnership with the SRA Municipal Affairs Committee to support advocacy initiatives in Hamilton;
3.5.3 Work with the SRA Municipal Affairs Committee to implement action items coming out of Change Camp;
3.5.4 Perform duties outlined in the SCSN Advocacy and Political Coordinator Job Description;
3.5.5 Be selected by the SCSN Coordinator through an application and interview process.

3.6 The Community Connectors (CCs), who shall:

3.6.1 Act as a resource and information conduits for students in the greater McMaster community;
3.6.2 Provide community resource kits to students in their neighborhood voluntarily or upon request;
3.6.3 Receive training by the end of September;
3.6.4 Monitor property maintenance and standards of housing accommodations in the Ainslie-Wood East and North, and Westdale South communities immediately surrounding McMaster University;
3.6.5 Notify property managers and/or landlords of any issues pertaining to their property through utilization of the resources provided by the Off-Campus Resource Centre, and the by-laws department of the City of Hamilton;

3.6.6 Initiate the reprimand procedures of the City of Hamilton's by-laws department should property managers and/or landlords not act upon these issues;

3.6.7 Act as an ambassador within their assigned area of the community and help develop a sense of community among permanent residents and students in that area;

3.6.8 Act as program assistants for the Events Coordinators in facilitating initiatives to get McMaster students involved SCSN programming;

3.6.9 Managed by the Volunteer Coordinator in conjunction with the SCSN Coordinator;

3.6.10 Be selected by the SCSN Coordinator through an application and interview process.

4. DISCIPLINARY PROCEDURES

4.1. Discipline for the Executive Coordinators and SCSN Coordinator:

4.1.1. Refer to OPERATING POLICY – DISCIPLINARY PROCEDURES;

4.1.2. Complaints regarding the Executive Coordinators shall be made to the SCSN Coordinator;

4.1.3. Complaints regarding the SCSN Coordinator shall be made to the Vice-President (Administration);

4.2. Appeals:

4.2.1. Probation, suspension, and dismissal may be appealed to the Executive Board.