# **Operating Policy – MSU Maccess**

1. Purpose
	1. MSU Maccess aims to:
		1. Build and maintain a campus that celebrates, advocates, and ensures inclusiveness in the area of dis/ability;
		2. Provide programming and events in an effort to establish a sense of community for those that self-identify as having disabilities or as disabled;
		3. Advocate on the behalf of students in a proactive and affirmative fashion within the best interests of the students it serves;
		4. Provide educational programming on and opportunities to learn about critical disability studies.
2. Operating Parameters
	1. MSU Maccess shall:
		1. Work with various University departments and relevant stakeholders to ensure the safety of students within the University;
		2. Provide structured social events to create a sense of community and inclusion among those that self-indentify as having a disability or as being disabled;
		3. Provide formal support services and resources regarding disabilities;
		4. Advocate to work towards ensuring the safety and equitable treatment of all people on campus and in the community;
		5. Prioritize diversity and considerations of intersectionality in all service operations.
3. Personnel Structure
	1. The MSU Maccess personnel structure shall consist of:
		1. The Part Time Manager (Coordinator);
		2. Six executive positions;
			1. Social Events and Planning Executive;
			2. Social Political Advocacy Executive;
			3. Logistics Executive
			4. Resources Executive
			5. Training and Volunteer Coordinator;
			6. Promotions Executive.
	2. The Coordinator, who shall:
		1. Oversee all activities of the service;
		2. Perform duties as outlined in the MSU Maccess Service Coordinator job description;
		3. Attend PACBIC Access and Accommodation and PACBIC Medicalization/Distress Eugenics Discrimination and Saneism Working Group meetings and receive consultation about programming and events;
		4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
			1. The outgoing Maccess Coordinator
			2. The Vice-President (Administration);
			3. One (1) Executive Board Member.
	3. Social Events and Planning Executive who shall:
		1. Be responsible for planning inclusive and engaging events for those who identify as having disabilities or as being disabled and other members of the McMaster community;
		2. Perform duties as outlined in the MSU Maccess Social Events and Planning Executive job description.
	4. Social Political Advocacy Executive who shall:
		1. Be responsible for building awareness on and off-campus about social and political issues relevant to those who identify as having disabilities or being disabled and other members of the McMaster community;
		2. Perform duties as outlined in the MSU Maccess Social Political Advocacy Executive job description.
	5. Logistics Executive who shall:
		1. Be responsible for planning and ensuring the accessibility of all Maccess events;
		2. Create transition documents to ease in the accessible planning of future Maccess events;
		3. Perform duties as outlined in the MSU Maccess Logistics Executive job description.
	6. Resources Executive who shall:
		1. Be responsible for the creation and maintenance of an online and in-centre resource library for the McMaster community;
		2. Connect with clubs, services, and groups on campus and in Hamilton;
		3. Coordinate articles in the Silhouette
		4. Perform duties as outlined in the MSU Maccess Resource Executive job description.
	7. Training and Volunteer Coordinator who shall:
		1. Be responsible for the outreach, engagement, scheduling, and coordination of volunteers;
		2. Work with the Maccess Coordinator in the development of volunteer training;
		3. Perform duties as outlined in the MSU Maccess Training and Volunteer Coordinator job description.
	8. Promotions Executive
		1. Be responsible for creating and sharing promotional materials for all MSU Maccess events, programs, and advocacy projects;
		2. Perform duties as outlined in the MSU Maccess Promotions Executive job description.
4. First Year Review
	1. To evaluate the new service, a committee will be established to conduct a review process and be composed of:
		1. The Vice-President (Administration) (chair);
		2. The MSU Maccess Coordinator;
		3. The Services Commissioner;
		4. One (1) SRA member;
		5. A maximum of two (2) MSU Maccess executive/volunteer;
		6. A maximum of three (3) MSU Maccess service users.
	2. The review committee is responsible for the following:
		1. An interim review at the end of the Fall term, at which point the committee will discuss and implement changes that can be made immediately for the second term;
		2. A review at the end of the Winter term, at which point the committee will be called to review and discuss the successes and challenges.
			1. This review shall take into account a survey of volunteers and service users
		3. By the last meeting of SRA 2016-2017, the Review Committee shall culminate the review process by creating a report outlining their recommendations for the future of the service, which will be submitted to the Student Representative Assembly (SRA).