**Operating Policy – MSU Pride Community Centre (PCC)**

1. Purpose
	1. The PCC 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;
	2. The PCC will prioritize the experiences and voices of BIPoC (Black, Indigenous, People of Colour) and disabled 2STLGBQIA+ (two-spirit, transgender, lesbian, gay, bisexual, queer, intersex, asexual) folks in all aspects of the service.
	3. The PCC will also serve as a principle participant in assisting the growth and development of the 2STLGBQIA+ community in the Greater Hamilton Area;
	4. The PCC will operate as a safe(r) space and contact point for 2STLGBQIA+ people on campus and provide regular social and educational activities.
2. Operating Parameters
	1. The PCC shall offer a safe(r) space in its office and associated spaces for 2STLGBQIA+ people 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. The space is to be staffed with volunteers of diverse experience within the 2STLGBQIA+ community. Specifically, at least one BIPoC 2STLGBQIA+ volunteer must be on shift at all times in order for the space to be open.
	2. The PCC shall provide structured social events to create a sense of inclusion and community among 2STLGBQIA+ people including but not limited to the implementation of Mac Pride Week, 2STLGBQIA+ History Week, and Trans Week. Social events will reflect the diversity of the community and house closed events to both BIPoC and disabled 2STLGBQIA+ communities;
	3. The PCC shall provide informal support services including but not limited to discussion groups, welcome meetings, individual peer support, and group peer support. These settings will allow students with 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;
	4. The PCC shall be involved in eliminating the social injustices and instances of institutionalized discrimination at McMaster University and ensure the safety and equal treatment of 2STLGBQIA+ people on campus and in the community.
3. Personnel Structure
	1. The Coordinator, who shall:

		1. Oversee all activities of the PCC;
		2. Perform duties outlined in the PCC Coordinator job description;
		3. Hire a diverse executive team ensuring that the voices and perspectives of BIPoC and disabled 2STLGBQIA+ folks are considered and prioritized in hiring.
		4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
			1. The outgoing PCC Coordinator;
			2. The Vice-President (Administration);
			3. One (1) Executive Board Member;
			4. One (1) Representative from the Equity and Inclusion Office.
	2. The Events Coordinator, who shall:

		1. Be responsible for overseeing all 2STLGBQIA+ community events and athletic initiatives facilitated by the PCC;
		2. Work closely with the Social and Political Advocacy Coordinator(s);
		3. Be responsible for running a minimum of two closed BIPoC 2STLGBQIA+ events each academic term.
		4. Be responsible for running a minimum of one closed event for disabled 2STLGBQIA+ folks per semester.
		5. Ensure accessibility is prioritized in the planning of all events; provide information on accessibility and outline potential barriers; provide information on how to request individualized accommodations.
		6. Perform duties outlined in the PCC Events Coordinator job description;
		7. Be selected by the PCC Coordinator through an application and interview process.
	3. The Research and Resources Coordinator, who shall:

		1. Be responsible for researching and bringing awareness of 2STLGBQIA+ related issues to the PCC executive;
		2. Be responsible for building and curating the PCC resource library which is intersectional and amplifies the voices of 2STLGBQIA+ BIPoC and disabled folks;
		3. Work closely with the Volunteer and Training Coordinator;
		4. Perform duties outlined in the PCC Research and Resources Coordinator job description;
		5. Be selected by the PCC Coordinator through an application and hiring process.
	4. The Social and Political Advocacy Coordinator(s), who shall:

		1. Be responsible for outreach and encouraging dialogue on the intersections of 2STLGBQIA+ identities with other identities on campus.
		2. Be responsible for running a minimum of one BIPoC 2STLGBQIA+ focused campaign each academic semester
		3. Serve as a delegate to all community groups, working groups, and service consultation meetings as necessary;
		4. Be primarily responsible for the design and implementation of PCC campaigns;
		5. Perform duties outlined in the PCC Social and Political Advocacy Coordinator job description;
		6. Be selected by the PCC Coordinator through an application and interview process.
	5. The Community Facilitation Coordinator, who shall:

		1. Be responsible for encouraging open dialogue revolving around 2STLGBQIA+ issues by overseeing and facilitating community groups;
		2. Ensure that safe(r) spaces are created for marginalized groups within the 2STLGBQIA+ community. This includes the mandatory requirement for the implementation of closed groups dedicated to BIPoC and disabled 2STLGBQIA+ folks respectively.
		3. Schedule after hours community groups and act as a point of contact for all community group facilitators;
		4. Perform duties outlined in the PCC Community Facilitation Coordinator job description;
		5. Be selected by the PCC Coordinator through an application and interview process.
	6. The Volunteer and Training Coordinator, who shall:

		1. Be responsible for the scheduling of all PCC Volunteer shifts;
		2. Be responsible for ensuring that BIPoC and disabled 2STLGBQIA+ applicants are prioritized and represented in the volunteer hiring process.
		3. Be responsible for creating and delivering training for all PCC Volunteers in partnership with the PCC Coordinator;
		4. Perform duties outlined in the PCC Volunteer and Training Coordinator Job Description;
		5. Be selected by the PCC Coordinator through an application and interview process.
	7. The Promotions Coordinator, who shall:

		1. Be responsible for promoting 2STLGBQIA+ events, initiatives, and appropriate 2STLGBQIA+ causes;
		2. The Promotions Coordinator will communicate with the Research and Resources Coordinator to ensure that all promotions are all well researched to prevent harm done to the communities as a result of homophobia, transphobia, racism, ableism, and/or anti-Semitism.
		3. Aid the Events Coordinator in planning major events including but not limited to Mac Pride Week,2STLGBQIA+ History Week, and Trans Week;
		4. Perform duties outlined in the PCC Promotions Coordinator job description;
		5. Be selected by the PCC Coordinator through an application and interview process.
	8. The Events and Advocacy Committee Volunteer(s), who shall:
		1. Assist the Events Coordinator and/or the Social and Political Advocacy Coordinators to research, plan and execute events and advocacy initiatives;
		2. Perform duties outlined in the PCC Events and Advocacy Committee Volunteer job description;
		3. Be selected by the PCC Coordinator, and Volunteer and Training Coordinator through an application and interview process.
	9. The Safe(r) Space Volunteer(s), who shall:
		1. Conduct confidential peer support in the PCC space during shifts, and outside the space upon request of the Volunteer and Training Coordinator;
		2. Have the option to facilitate one or more of our identity-specific community groups.
		3. Aid the Research and Resources Coordinator in monitoring the PCC safe(r) space and resource library in the space;
		4. Perform duties outlined in the PCC Safe(r) Space Volunteer job description;
		5. Be selected by the PCC Coordinator, and Volunteer and Training Coordinator through an application and interview process.