**Operating Policy – Student Health Education Centre (SHEC)**

# Purpose

* 1. To engage the MSU community around a wide variety of health-related topics including, but not limited to, the following four major strategic priorities through all programming and campaigns:
     1. Sexual & Reproductive Wellbeing – 2STLGBQIA+ inclusive options for contraception and STBBI prevention, pregnancy navigation (pro-choice), supportive relationships, consent culture, sexual and gender-based violence (including harassment);
     2. Empowered Bodies – Prioritizing body neutrality and positive physical sensations, individualized choices around food and exercise, societal impacts on body imagery, disordered eating;
     3. Substance Use – Minimizing any undesired effects of substance use (i.e. cannabis, tobacco, opioids, alcohol, etc.) via the Harm Reduction model;
     4. Mental Wellbeing – Individualized self-care and coping strategies, lived experiences of mental illness or other mental health concerns, loneliness, grief and bereavement, suicidal ideation.
  2. To provide free material resources in support of the strategic priorities, including:  
     1. Personal health, parenting, and nursing supplies;
     2. Safe(r) sex and harm reduction items;
     3. Applicable literature (i.e. pamphlets, books, zines, etc.).
     4. Use of in-space equipment (bottle-warmer, artificial sunlight lamp, fidgets, blankets and couch, etc.)
  3. To provide anonymous peer support, health information, and help navigating external support resources for McMaster students concerning all areas of student health, including the social determinants of health (i.e. race and ethnicity, financial security, disability or chronic illness, etc.).

# Operating Parameters

* 1. SHEC shall be a completely peer-run service dedicated to supporting the McMaster community on topics pertaining to student health, as outlined in **Purpose**;
  2. All services offered by SHEC shall operate under a non-profit, anti-oppressive framework and be made available to the entire McMaster community;
  3. SHEC shall provide anonymous, confidential, non-denominational, and care-focused peer support covering topics and concerns related to student health;
  4. SHEC shall organize and run educational programming on campus, including but not limited to:
     1. Events that prompt discussions around student health as it pertains to the strategic priorities;
     2. Informational campaigns on topics related to the strategic priorities;
     3. Sponsoring or co-sponsoring relevant films, speakers, or workshops.
  5. SHEC shall provide informal referrals to other care providers both within and outside of the McMaster community;
  6. SHEC shall maintain statistics on the usage of their services.

# Personnel Structure

* 1. The Coordinator, who shall:
     1. Be responsible for overseeing all activities of SHEC;
     2. Perform duties outlined in the SHEC Coordinator job description;
     3. Be selected by a hiring committee struck by the Executive Board that shall consist of:
        1. The outgoing SHEC Coordinator;
        2. The Vice-President (Administration);
        3. One (1) Executive Board Member;
        4. One (1) Representative from the Student Wellness Centre.
  2. The Volunteer Coordinator, who shall:
     1. Be responsible for scheduling and tracking all volunteer shifts;
     2. Be responsible for developing a community of support amongst volunteers and the executive team through recurring social events;
     3. Work with the SHEC Coordinator to organize volunteer training in September and January;
     4. Organize and distribute additional training materials, when necessary (i.e. monthly, bimonthly, etc.);
     5. Offer support, when needed, and maintain open channels of communication with the entire volunteer team;
     6. Perform duties outlined in the SHEC Volunteer Coordinator job description;
     7. Be selected by the incoming SHEC Coordinator and outgoing SHEC Volunteer Coordinator through an application and interview process.
  3. The Promotions Coordinator, who shall:
     1. Be responsible for overseeing all online and print promotions of SHEC services;
     2. Act as the liaison with the Underground Media + Design to ensure all promotions are completed;
     3. Act as the liaison with other on-campus partners for advertising purposes;
     4. Performs all duties outlined in the SHEC Promotions Coordinator job description;
     5. Be selected by the incoming SHEC Coordinator and outgoing SHEC Promotions Coordinator through an application and interview process.
  4. The Events and Outreach Co-Executives, who shall:
     1. Be responsible for managing all activities of the Events and Outreach Committee together, as outlined in **Committees**;
     2. Perform duties outlined in the SHEC Events and Outreach Co-Executive job description;
     3. Be selected by the incoming SHEC Coordinator and the outgoing SHEC Events and Outreach Co-Executives through an application and interview process.
  5. The Resources and Advocacy Co-Executives, who shall:

* + 1. Be responsible for managing all activities of the Resources and Advocacy Committee together, as outlined in **Committees**;
    2. Perform duties outlined in the SHEC Resources and Advocacy Co-Executive job description;
    3. Be selected by the incoming SHEC Coordinator and the outgoing SHEC Resources and Advocacy Co-Executives through an application and interview process.
  1. The Peer Supporter Volunteers, who shall:
     1. Be responsible for providing confidential services and information to McMaster community members;
     2. Perform duties outlined in the SHEC Peer Supporter Volunteer job description;
     3. Be selected by the incoming SHEC Coordinator and the incoming Executive team through an application and interview process.  
        1. When possible, the outgoing Executive team members should also be included on the hiring board.

# Committees

* 1. The Events and Outreach Committee shall:
     1. Plan and implement events to educate the McMaster community on issues pertaining to student health as they relate to the strategic priorities of the service;
     2. Create and organize events/workshops as approved by the SHEC Coordinator;
     3. Collaborate with other on- and off-campus services to arrange accessible student outreach opportunities;
     4. Implement one event per year that is targeted at first-year students, in coordination with the SHEC Coordinator and other Executive team members;
     5. Prepare information boards and tables for events as required;
     6. Assist other McMaster or MSU services and departments in facilitating events pertaining to the strategic themes;
     7. Work with the Promotions Coordinator to advertise events and the service in an appropriate manner;
     8. Be led by the two Events and Outreach Co-Executives.
  2. The Resources and Advocacy Committee shall:
     1. Plan and implement practical informational campaigns to educate the McMaster community on topics pertaining to student health as they relate to the strategic priorities of the service;
     2. Create and organize campaigns/projects as approved by the SHEC Coordinator;
     3. Review, maintain, and contribute to the online and physical resource collection to ensure that the SHEC has an up-to-date resource directory;
     4. Implement one campaign per year that is targeted at first-year students, in coordination with the SHEC Coordinator and other Executive team members;
     5. Compile information for print and online materials as required;
     6. Engage in public and community advocacy discourse in response to social events or movements that have a noticeable impact on the wellbeing of McMaster students;
     7. Work with the Promotions Coordinator to advertise campaigns in an appropriate manner;
     8. Be led by the two Resources and Advocacy Co-Executives.