**Operating Policy – Student Walk Home Attendant Team (SWHAT)**

1. Purpose

* 1. To improve travel safety at night for members of the McMaster community.

2. Operating Parameters

* 1. The SWHAT shall be a student run service, providing free accompaniment at the request of anyone moving within the approved boundaries, and patrols around campus to aid in keeping the McMaster students safe;
	2. The boundaries of the SWHAT shall be set by the Coordinator and approved by the Executive Board;
	3. The operating hours of the SWHAT shall be set by the Coordinator and will run during the academic school year.

3. Personnel Structure

* 1. The Coordinator, who shall:
		1. Be responsible for managing all activities of SWHAT;
		2. Perform duties outlined in the SWHAT Coordinator job description;
		3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
			1. The outgoing Coordinator;
			2. The Vice-President (Administration);
			3. One (1) Executive Board Member.
	2. The Public Relations Coordinator(s), who shall:
		1. Be responsible for all activities directly related to the marketing and promotion of SWHAT on and off campus;
		2. Perform duties outlined in the SWHAT Public Relations Coordinator job description;
		3. Be selected by a hiring committee that shall consist of:
			1. The outgoing executive member
			2. The incoming SWHAT coordinator
			3. An additional outgoing executive member, to be determined at the time of hiring
	3. The Volunteer Affairs Coordinator(s), who shall:
		1. Be responsible for volunteer recruitment, training and management;
		2. Perform duties outlined in the SWHAT Volunteer Affairs Coordinator job description;
		3. Be selected by a hiring committee that shall consist of:
			1. The outgoing executive member
			2. The incoming SWHAT coordinator
			3. An additional outgoing executive member, to be determined at the time of hiring
	4. The Volunteer Logistics Coordinator(s), who shall:
		1. Be responsible for organizing, managing and updating all SWHAT files;
		2. Perform duties outlined in the SWHAT Volunteer Logistics Coordinator job description;
		3. Be selected by a hiring committee that shall consist of:
			1. The outgoing executive member
			2. The incoming SWHAT coordinator
			3. An additional outgoing executive member, to be determined at the time of hiring
	5. The Dispatch Operations Coordinator(s), who shall:
		1. Be responsible for dispatcher recruitment, training and management;
		2. Perform duties outlined in the SWHAT Dispatch Operations Coordinator job description;
		3. Be selected by a hiring committee that shall consist of:
			1. The outgoing executive member
			2. The incoming SWHAT coordinator
			3. An additional outgoing executive member, to be determined at the time of hiring
	6. The Special Projects Coordinator(s), who shall:
		1. Be responsible for special projects as designated by the SWHAT Coordinator;
		2. Perform duties outlined in the SWHAT Special Projects Coordinator job description;
		3. Be selected by a hiring committee that shall consist of:
			1. The outgoing executive member
			2. The incoming SWHAT coordinator
			3. An additional outgoing executive member, to be determined at the time of hiring
	7. Volunteers, who shall:
		1. Provide attendance to those wishing accompaniment while walking on and off campus within the boundaries;
		2. Perform duties outlined in the SWHAT Volunteer job description;
		3. Be selected by the SWHAT Coordinator and Volunteer Coordinators through an application process.
	8. Dispatchers, who shall:
		1. Provide prompt service to all requests for accompaniment and be responsible for all equipment on their shift;
		2. Perform duties outlined in the SWHAT Dispatcher job description;
		3. Be selected by the SWHAT Coordinator and Dispatch Coordinator through an application process.