# 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 also serve as a principle participant in assisting the growth and development of the LGBTQ2SI+ community in the Greater Hamilton Area;
   3. The PCC will operate as a safe space and contact point for LGBTQ2SI+ people on campus and provide regular social and educational activities.
2. Operating Parameters
   1. The PCC shall offer a safe space in its office and associated spaces for LGBTQ2SI+ 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;
   2. The PCC shall provide structured social events to create a sense of inclusion and community among LGBTQ2SI+ people. Social events will reflect the diversity of the community;
   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 LGBTQ2SI+ 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. 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) presentative from the Equity and Inclusion Office.
   2. The Events Coordinator, who shall:  
      1. Be responsible for overseeing all LGBTQ2SI+ community events and athletic initiatives facilitated by the PCC;
      2. Work closely with the Social and Political Advocacy Coordinator(s);
      3. Perform duties outlined in the PCC Events Coordinator job description;
      4. 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 LGBTQ2SI+ related issues to the PCC executive;
      2. Be responsible for building and curating the PCC resource library;
      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 LGBTQ2SI+ identities with other identities on campus;
      2. Serve as a delegate to all focus groups, working groups, and service consultation meetings as necessary;
      3. Be primarily responsible for the design and implementation of PCC campaigns;
      4. Perform duties outlined in the PCC Social and Political Advocacy Coordinator job description;
      5. 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 LGBTQ2SI+ issues by overseeing and facilitating community groups;
      2. Schedule after hours support groups and act as a point of contact for all support group facilitators;
      3. Perform duties outlined in the PCC Community Facilitation Coordinator job description;
      4. 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 volunteers;
      2. Be responsible for creating and delivering training for all PCC Volunteers in partnership with the PCC Coordinator;
      3. Perform duties outlined in the PCC Volunteer Coordinator Job Description;
      4. Be selected by the PCC Coordinator through an application and interview process.
   7. The Promotions Coordinator, who shall:  
      1. Be responsible for promoting LGBTQ2SI+ events, initiatives, and appropriate LGBTQ2SI+ causes;
      2. Aid the Events Coordinator in planning major events including but not limited to Mac Pride and LGBTQ2SI+ History Week;
      3. Perform duties outlined in the PCC Promotions Coordinator job description;
      4. Be selected by the PCC Coordinator through an application and interview process.
   8. The Evens and Advocacy Volunteer(s), who shall:
      1. Assist the Events Coordinator and/or the Social and Political Advocacy Coordinators to plan and execute events and advocacy initiatives;
      2. Perform duties outlined in the PCC Evens and Advocacy Volunteer job description;
      3. Be selected by the PCC Coordinator, and Volunteer and Training Coordinator through an application and interview process.
   9. The Peer Support 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. Aid the Research and Resources Coordinator in monitoring the PCC space and resource library;
      3. Perform duties outlined in the PCC Peer Support Volunteer job description;
      4. Be selected by the PCC Coordinator, and Volunteer and Training Coordinator through an application and interview process.