Operating Policy – MSU Maccess

1. **1.** **Purpose**

## To build and maintain a campus that celebrates, advocates, and ensures inclusiveness in the area of disability;

## To provide programming and events in an effort to establish a sense of community for those that self-identify as having disabilities or as disabled;

## To advocate on the behalf of students in a proactive and affirmative fashion within the best interests of the students it serves;

## To provide educational programming and opportunities to learn about critical disability studies through the McMaster Students Union (MSU).

## **Operating Parameters**

## MSU Maccess shall:

### Work with various University departments and relevant stakeholders to ensure the safety of students within the University;

### 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;

### Provide formal support services and resources regarding disabilities;

### Advocate to work towards ensuring the safety and equitable treatment of all people on campus and in the community;

### Prioritize diversity and considerations of intersectionality in all Service operations.

## **Personnel Structure**

## The MSU Maccess personnel structure shall consist of:

### The Maccess Director who shall:

#### Oversee all activities of the Service;

#### Attend PACBIC Disability Inclusion, Madness, Accessibility, Neurodiversity (DIMAND) Working Group meetings and receive consultation about programming and events;

#### Perform duties as outlined in the Maccess Director job description;.

### The Maccess Assistant Director, who shall:`

#### Assist the Director in the oversight of all activities of the Service;

#### Perform duties as outlined in the Maccess Assistant Director job description.

### The Community Outreach Coordinator who shall:

#### Be responsible for organizing and facilitating community building and small group events that cater to specific communities within MSU Maccess Service Users/Community Members;

#### Work closely with the Promotions Executive to promote social events;

#### Perform duties as outlined in the Maccess Community Outreach Coordinator job description.

### The Social & Political Advocacy Executive who shall:

#### 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;

#### Perform duties as outlined in the Maccess Social & Political Advocacy Executive job description.

### The Logistics Executive who shall:

#### Be responsible for planning and ensuring the accessibility of all Maccess events;

#### Create transition documents to ease in the accessible planning of future Maccess events;

#### Perform duties as outlined in the Maccess Logistics Executive job description.

### The Resources Executive who shall:

#### Be responsible for the creation and maintenance of an online and in-centre resource library for the McMaster community;

#### Connect with clubs, services, and groups on campus and in Hamilton;

#### Coordinate articles in the Silhouette

#### Perform duties as outlined in the Maccess Resource Executive job description.

### The Training & Development Coordinator who shall:

#### Work with the Maccess Director and Assistant Director in the development of volunteer training;

#### Perform duties as outlined in the Maccess Training & Development Coordinator job description.

### The Promotions Executive who shall:

#### Be responsible for creating and sharing promotional materials for all MSU Maccess events, programs, and advocacy projects;

#### Perform duties as outlined in the Maccess Promotions Executive job description.

### The Peer-Support Volunteers who shall:

#### Provide confidential and anonymous peer-support to MSU Maccess space-users;

#### Perform duties outline in the Maccess Peer-Support Volunteer job description.

### The Safe(r)-Space Volunteers, who shall:

#### Be reponsible for assisting in the maintanence of an anti-ablist space within the McMaster campus;

#### Perform duties as outlined in the Maccess Safe(r)-Space Volunteers.