Operating Policy – MSU Student Health Education Centre (SHEC)

## Purpose

## To engage the McMaster Student Union (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:

### Sexual reproduction and wellbeing – Two-Spirit, transgender, lesbian, gay, bisexual, queer, intersex, asexual + (2STLGBQIA+) inclusive options for contraception and STBBI management and prevention, pregnancy navigation (pro-choice), supportive relationships, consent culture, supporting survivors of sexual and gender-based violence;

### Empowered bodies – Prioritizing body neutrality and positive physical sensations, individualized choices around food and exercise, societal impacts on body image, providing support for disordered eating;

### Substance Use – minimizing any undesired effects of substance use (i.e., Cannabis, tobacco, opioids, alcohol, etc.) via the Harm reduction model; and

### Mental Wellbeing – Promoting individualized self-care and coping strategies, acknowledging the importance of lived experiences and person-centrism when supporting those with mental health concerns, loneliness, grief and bereavement, and/or suicidal ideation.

## To provide free resources aligning with the above strategic priorities for space users/community members;

## To provide anonymous peer support, health information, and help navigating external support resources for McMaster students concerning all areas of student health, including social determinants of health, such as:

### Race and ethnicity;

### Financial security; and

### Disability and/or chronic illness.

## **Operating Parameters**

## MSU SHEC shall be a completely peer-run service dedicated to supporting the McMaster community on topics pertaining to student health,as outlined in **Section 1**;

## MSU SHEC shall provide free material resources in support of the strategic priorities;

## All services offered by MSU SHEC shall operate under a non-profit, anti-oppressive framework and be made available to the entire McMaster community;

## MSU SHEC shall provide peer support and cover topics and concerns related to student health that are non-denominational and care-focused;

## MSU SHEC shall organize and run educational programming on campus, including but not limited to:

### Events that prompt discussions around student health as it pertains to the strategic priorities;

### Informational campaigns on topics related to the strategic priorities; and

### Sponsoring or co-sponsoring relevant films, speakers, or workshops.

## MSU SHEC shall provide informal referrals to other care providers both within and outside of the McMaster community;

## MSU SHEC shall maintain statistics on the usage of their services.

## **Personnel Structure**

## The Director, who shall:

### Be responsible for overseeing all activities of MSU SHEC;

### Perform duties outlined in the SHEC Director job description;

## The Assistant Director, who shall:

### Be responsible for assisting the Director in the oversight of all activities of MSU SHEC;

### Be responsible for the organization of volunteers within MSU SHEC;

### Perform duties outlined in the SHEC Assistant Director job description.

## The Volunteer Coordinator(s), who shall:

### Work with the SHEC Assistant Director in scheduling and tracking all volunteer shifts;

### Be responsible for developing a community of support amongst volunteers and the executive team through recurring social events pertaining to volunteer appreciation;

### Perform duties outlined in the SHEC Volunteer Coordinator job description;

## The Training & Development Coordinator(s), who shall:

### Work with the SHEC Assistant Director to organize and develop volunteer training in September and January;

### Organize and distribute additional training materials, when necessary (i.e. monthly, bimonthly, etc.);

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

## The Promotions Coordinator(s), who shall:

### Be responsible for overseeing all online and print promotions of MSU SHEC services;

### Act as a liaison with the Underground Media + Design to ensure all promotions are completed;

### Act as a liaison with other on-campus partners for advertising purposes;

### Perform all duties outlined in the SHEC Promotions Coordinator job description.

## The Events & Outreach Co-Executives, who shall:

### Be responsible for managing all activities of the Events and Outreach Committee together, as outlined in **Committees**;

### Perform duties outlined in the SHEC Events & Outreach Co-Executive job description.

## The Resources & Advocacy Co-Executives, who shall:

### Be responsible for managing all activities of the Resources and Advocacy Committee together, as outlined in **Committees**;

### Perform duties outlined in the SHEC Resources & Advocacy Co-Executive job description.

## The Peer-Support Volunteers, who shall:

### Be responsible for providing confidential services and information to McMaster community members;

### Perform duties outlined in the SHEC Peer Support Volunteer job description.

## **Committees**

## The Events & Outreach Committee shall:

### 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;

### Create and organize events/workshops as approved by the SHEC Director;

### Collaborate with other on and off-campus services to arrange accessible student outreach opportunities;

### Implement one event per year that is targeted at first-year students, in coordination with the SHEC Director and other Executive team members;

### Prepare information boards and tables for events as required;

### Assist other McMaster or MSU Services and departments in facilitating events pertaining to the strategic themes;

### Work with the Promotions Coordinator(s) to advertise events and the service in an appropriate manner;

### Be led by the Events & Outreach Co-Executives.

## The Resources & Advocacy Committee shall:

### 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;

### Create and organize campaigns/projects as approved by the SHEC Director;

### Review, maintain, and contribute to the online and physical resource collection to ensure that the MSU SHEC has an up-to-date resource directory;

### Implement one campaign per year that is targeted at first-year students, in coordination with the SHEC Director and other Executive team members;

### Compile information for print and online materials as required;

### 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;

### Work with the Promotions Coordinator(s) to advertise campaigns in an appropriate manner;

### Be led by the Resources & Advocacy Co-Executives.