



Operating Policy – Women and Gender Equity Network (WGEN)

1. Mission/Purpose

- 1.1. To educate the McMaster community and continually work toward the goal of a campus free from:
 - 1.1.1. Rape culture;
 - 1.1.2. Sexual violence; and
 - 1.1.3. Prejudice and discrimination on the basis of gender expression and/or gender identity;
- 1.2. To serve as a participant in supporting survivors of gender-based oppression, sexual violence, and/or related forms of violence and oppression;
- 1.3. To provide a physical safe space and contact point for anyone who identifies as a:
 - 1.3.1. Womxn;
 - 1.3.2. Under the trans umbrella;
 - 1.3.3. Outside the gender binary or as gender non-conforming; and
 - 1.3.4. Survivors of gender-based and sexual violence of all genders.
- 1.4. To continue to develop and strengthen relationships between McMaster students, staff, and the members of the surrounding communities around the aforementioned societal and/or other related issues by providing:
 - 1.4.1. Information;
 - 1.4.2. Resources;
 - 1.4.3. Programming; and
 - 1.4.4. On-campus advocacy.

2. Operating Parameters

Approved 13R
Revised 15C, EB 15-30, EB 18-27, EB 20-04, 20Q, EB 21-02

2.1. The MSU WGEN shall:

- 2.1.1. Cater to all students and members of the greater McMaster community, and those from the surrounding areas;
- 2.1.2. Work with various University departments and relevant stakeholders to ensure the safety of students and a high quality of service within the University;
- 2.1.3. Offer a safe(r) space for space users/community members and their supporters to come and feel welcome and secure;
- 2.1.4. Provide structured events to create a sense of inclusion and community among space users/community members;
 - 2.1.4.1. Events will reflect the diversity of the community, including created closed spaces for folks with intersecting identities such as being:
 - 2.1.4.1.1. Racialized;
 - 2.1.4.1.2. 2STLGBQIA+; and
 - 2.1.4.1.3. Disabled or experiencing disability.
- 2.1.5. Provide a variety of support services regarding relevant experiences;
 - 2.1.5.1. These include experiences such as:
 - 2.1.5.1.1. Harassment;
 - 2.1.5.1.2. Sexual violence;
 - 2.1.5.1.3. Domestic and intimate partner violence; and
 - 2.1.5.1.4. Gender-based discrimination and/or violence.
 - 2.1.5.2. The support shall include, but not be limited to:
 - 2.1.5.2.1. Community/discussion groups;
 - 2.1.5.2.2. Referrals;
 - 2.1.5.2.3. One-on-one peer support bookings; and
 - 2.1.5.2.4. Drop-in peer support;
- 2.1.6. Act as an advocate to promote the safety and equal treatment of all people on campus and in the community through:
 - 2.1.6.1. The elimination of:
 - 2.1.6.1.1. Rape culture;
 - 2.1.6.1.2. Sexual violence; and

- 2.1.6.1.3. Social injustices;
- 2.1.6.2. Instances of institutionalized oppression and discrimination at McMaster University.
- 2.1.7. Operate with throughout the week during the academic year;
 - 2.1.7.1. The scheduling of these hours will be set by the Director and Assistant Director.
- 2.1.8. Shall operate within an Anti-Racist, Anti-Oppressive, Trans-Inclusive, Survivor-Centric, and Decolonial Intersectional Feminist Framework.

3. Personnel Structure

- 3.1. The MSU WGEN Personnel Structure shall consist of:
 - 3.1.1. The WGEN Director, who shall:
 - 3.1.1.1. Oversee overall activities of the WGEN;
 - 3.1.1.2. Attend President’s Advisory Committee on Building an Inclusive Community (PACBIC) Violence Against Women/Gender-Based Violence (VAW-GBV) and Anti-Violence Network (AVN) meetings to receive consultation about programming and events;
 - 3.1.1.3. Act as a consultant in the various University committees around [releventrelevant](#) issues;
 - 3.1.1.4. Perform duties outlined in the WGEN Director job description.
 - 3.1.2. The WGEN Assistant Director, who shall:
 - 3.1.2.1. Assist in the oversight of the overall activities of MSU WGEN;
 - 3.1.2.2. Perform duties outlined in the WGEN Assistant Director job description.
 - 3.1.3. The Community Events & Planning Executive(s), who shall:
 - 3.1.3.1. Be responsible for the creation and planning events for space users/community members;
 - 3.1.3.2. Perform duties outlined in the WGEN Community Events & Planning Executive job description.

3.1.4. The Logistics Coordinator, who shall:

3.1.4.1. Be responsible for considering logistical aspects of event creation and planning including, but not limited to:

3.1.4.1.1. Accessibility needs;

3.1.4.1.2. Booking rooms;

3.1.4.1.3. Obtaining necessary resources (i.e. equipment, refreshments, etc.); and

3.1.4.1.4. Scheduling.

3.1.4.2. Be responsible for the facilitation of, communication with, and generally oversee the Events Committee;

3.1.4.3. Perform duties outlined in the WGEN Logistics Coordinator job description.

3.1.5. The Promotions Executive(s), who shall:

3.1.5.1. Be responsible for advertising events and campaigns related to the MSU WGEN mandate through various media;

3.1.5.2. Be responsible for the coordination of the MSU WGEN social media pages;

3.1.5.3. Be responsible for the creation of promotional material for events and campaigns;

3.1.5.4. Perform duties outlined in the WGEN Promotions Executive job description.

3.1.6. The Research Coordinator, who shall:

3.1.6.1. Be responsible for research and content development for educational events and campaigns;

3.1.6.2. Keep up to date on current events and issues related to the MSU WGEN community;

3.1.6.3. Perform duties outlined in the WGEN Research Coordinator job description.

3.1.7. The Resources Coordinator, who shall:

3.1.7.1. Be responsible for the maintenance of an MSU WGEN Library for McMaster University;

3.1.7.2. Be responsible for the upkeep and organization of space resources;

- 3.1.7.3. Connect with clubs, services, and groups on campus and in Hamilton to further obtain or make accessible the MSU WGEN resources;
- 3.1.7.4. Perform duties outlined in the WGEN Resources Coordinator job description.;

3.1.8. The Social & Political Advocacy Coordinator, who shall:

- 3.1.8.1. Be responsible for imparting change while building awareness on campus about various social and political issues relevant to communities served by the MSU WGEN, such as trans students and students who are survivors;
- 3.1.8.2. Perform duties outlined in the WGEN Social & Political Advocacy Coordinator job description.;

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

- 3.1.9.1. With direction from the Assistant Director, be responsible for the ~~training outreach, scheduling, and coordination~~ of Safe(r) Space Volunteers;
- 3.1.9.2. Perform duties outlined in the WGEN Training & Development Coordinator job description.

3.1.10. The Volunteer Coordinator(s), who shall:

- 3.1.10.1. With direction from the Assistant Director, be responsible for the outreach and scheduling of Safe(r) Space Volunteers;
- 3.1.10.2. Perform duties outlined in the WGEN Volunteer Coordinator job description.
- ~~3.1.9.2.~~

~~3.1.10.~~3.1.11. The Events & Advocacy Committee Volunteer(s), who shall:

- ~~3.1.10.1.~~3.1.11.1. Act as the Events Committee along with the Community Events and Planning Executives and Logistics Coordinator;
- ~~3.1.10.2.~~3.1.11.2. Be responsible for assisting the Executives in the planning of events;
- ~~3.1.10.3.~~3.1.11.3. Perform duties outlined in the WGEN Events & Advocacy Committee Volunteer job description.;

~~3.1.11.~~3.1.12. The Safe(r) Space Volunteer(s), who shall:

~~3.1.11.1~~~~3.1.12.1.~~ Be responsible for regular weekly hours facilitating the safe(r) space and offering peer support;

~~3.1.11.2~~~~3.1.12.2.~~ Perform duties outlined in the WGEN Safe(r) Space Volunteer job description.

~~3.1.12~~~~3.1.13.~~ The McMaster Womanists, who shall:

~~3.1.12.1~~~~3.1.13.1.~~ Act as a working group under the WGEN;

~~3.1.12.2~~~~3.1.13.2.~~ Be responsible for co-facilitating Black & Gendered, a community/discussion group;

~~3.1.12.3~~~~3.1.13.3.~~ Be responsible for communicating actions, plans, and needs with the WGEN Coordinator.

- 3.2. The hiring process for MSU WGEN personnel shall prioritize applications and interviews from survivors and folks who are racialized, 2STLGBQIA+, and/or disabled/experience disability.