



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

## 1. Purpose

- 1.1 To improve travel safety at night for members of the McMaster community.

## 2. Operating Parameters

- 2.1 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;
- 2.2 The boundaries of the SWHAT shall be set by the Coordinator and approved by the Executive Board;
- 2.3 The operating hours of the SWHAT shall be set by the Coordinator and will run during the academic school year.

## 3. Personnel Structure

### 3.1 The Coordinator, who shall:

- 3.1.1 Be responsible for managing all activities of SWHAT;
- 3.1.2 Perform duties outlined in the SWHAT Coordinator job description;
- 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:

- 3.1.3.1 The outgoing Coordinator;
- 3.1.3.2 The Vice-President (Administration);
- 3.1.3.3 One (1) Executive Board Member.

### 3.2 The Public Relations Coordinator(s), who shall:

- 3.2.1 Be responsible for all activities directly related to the marketing and promotion of SWHAT on and off campus;
- 3.2.2 Perform duties outlined in the SWHAT Public Relations Coordinator job description;

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3.2.3 Be selected by a hiring committee that shall consist of:

3.2.3.1 The outgoing executive member

3.2.3.2 The incoming SWHAT coordinator

3.2.3.3 An additional outgoing executive member, to be determined at the time of hiring

3.3 The Volunteer Affairs Coordinator(s), who shall:

3.3.1 Be responsible for volunteer recruitment, training and management;

3.3.2 Perform duties outlined in the SWHAT Volunteer Affairs Coordinator job description;

3.3.3 Be selected by a hiring committee that shall consist of:

3.3.3.1 The outgoing executive member

3.3.3.2 The incoming SWHAT coordinator

3.3.3.3 An additional outgoing executive member, to be determined at the time of hiring

3.4 The Volunteer Logistics Coordinator(s), who shall:

3.4.1 Be responsible for organizing, managing and updating all SWHAT files;

3.4.2 Perform duties outlined in the SWHAT Volunteer Logistics Coordinator job description;

3.4.3 Be selected by a hiring committee that shall consist of:

3.4.3.1 The outgoing executive member

3.4.3.2 The incoming SWHAT coordinator

3.4.3.3 An additional outgoing executive member, to be determined at the time of hiring

3.5 The Dispatch Operations Coordinator(s), who shall:

3.5.1 Be responsible for dispatcher recruitment, training and management;

3.5.2 Perform duties outlined in the SWHAT Dispatch Operations Coordinator job description;

3.5.3 Be selected by a hiring committee that shall consist of:

3.5.3.1 The outgoing executive member

3.5.3.2 The incoming SWHAT coordinator

3.5.3.3 An additional outgoing executive member, to be determined at the time of hiring

3.6 Volunteers, who shall:

- 3.6.1 Provide attendance to those wishing accompaniment while walking on and off campus within the boundaries;
- 3.6.2 Perform duties outlined in the SWHAT Volunteer job description;
- 3.6.3 Be selected by the SWHAT Coordinator and Volunteer Coordinators through an application process.

3.7 Dispatchers, who shall:

- 3.7.1 Provide prompt service to all requests for accompaniment and be responsible for all equipment on their shift;
- 3.7.2 Perform duties outlined in the SWHAT Dispatcher job description;
- 3.7.3 Be selected by the SWHAT Coordinator and Dispatch Coordinator through an application process.