



## Operating Policy – MSU Maccess

### 1. Purpose

- 1.1 To build and maintain a campus that celebrates, advocates, and ensures inclusiveness in the area of disability;
- 1.2 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;
- 1.3 To advocate on the behalf of students in a proactive and affirmative fashion within the best interests of the students it serves;
- 1.4 To provide educational programming and opportunities to learn about critical disability studies through the McMaster Students Union (MSU).

### 2. Operating Parameters

- 2.1 MSU Maccess shall:
  - 2.1.1 Work with various University departments and relevant stakeholders to ensure the safety of students within the University;
  - 2.1.2 Provide structured social events to create a sense of community and inclusion among those that self-identify as having a disability or as being disabled;
  - 2.1.3 Provide formal support services and resources regarding disabilities;
  - 2.1.4 Advocate to work towards ensuring the safety and equitable treatment of all people on campus and in the community;
  - 2.1.5 Prioritize diversity and considerations of intersectionality in all Service operations.

### 3. Personnel Structure

Approved 15G

Revised EB 16-07, 20Q, 22N

3.1 The MSU Maccess personnel structure shall consist of:

3.1.1 The Maccess Director, who shall;

- 3.1.1.1 Oversee all activities of the Service;
- 3.1.1.2 Attend PACBIC Disability Inclusion, Madness, Accessibility, Neurodiversity (DIMAND) Working Group meetings and receive consultation about programming and events;
- 3.1.1.3 Perform duties as outlined in the Maccess Director job description;
- 3.1.1.4 Be hired by a hiring committee struck by the Executive Board that shall consist of:
  - 3.1.1.4.1 The outgoing Maccess Director;
  - 3.1.1.4.2 The Vice-President (Administration);
  - 3.1.1.4.3 One (1) Executive Board member.

3.1.2 The Maccess Assistant Director, who shall:

- 3.1.2.1 Assist the Director in the oversight of all activities of the Service;
- 3.1.2.2 Perform duties as outlined in the Maccess Assistant Director job description.
- 3.1.2.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:
  - 3.1.2.3.1 The outgoing Maccess Assistant Director;
    - 3.1.2.3.1.1 If the outgoing Assistant Director is the incoming Director, substitute the outgoing Director.
  - 3.1.2.3.2 The Incoming Maccess Director;
  - 3.1.2.3.3 One (1) Executive Board Member.

3.1.3 The Community Outreach Coordinator, who shall:

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

- 3.1.3.2 Work closely with the Promotions Executive to promote social events;
- 3.1.3.3 Perform duties as outlined in the Maccess Community Outreach Coordinator job description.
- 3.1.3.4 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.4 The Social & Political Advocacy Executive, who shall:

- 3.1.4.1 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;
- 3.1.4.2 Perform duties as outlined in the Maccess Social & Political Advocacy Executive job description.
- 3.1.4.3 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.5 The Logistics Executive, who shall:

- 3.1.5.1 Be responsible for planning and ensuring the accessibility of all Maccess events;
- 3.1.5.2 Create transition documents to ease in the accessible planning of future Maccess events;
- 3.1.5.3 Perform duties as outlined in the Maccess Logistics Executive job description;
- 3.1.5.4 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.6 The Resources Executive, who shall:

- 3.1.6.1 Be responsible for the creation and maintenance of an online and in-centre resource library for the McMaster community;
- 3.1.6.2 Connect with clubs, services, and groups on campus and in Hamilton;
- 3.1.6.3 Coordinate articles in The Silhouette;
- 3.1.6.4 Perform duties as outlined in the Maccess Resource Executive job description;

3.1.6.5 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.7 The Training & Development Coordinator, who shall:

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

3.1.7.2 Perform duties as outlined in the Maccess Training & Development Coordinator job description;

3.1.7.3 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.8 The Promotions Executive, who shall:

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

3.1.8.2 Perform duties as outlined in the Maccess Promotions Executive job description;

3.1.8.3 Be selected by the MSU Maccess Director and Assistant Director through an application and interview process.

3.1.9 The Peer-Support Volunteers, who shall:

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

3.1.9.2 Perform duties outline in the Maccess Peer-Support Volunteer job description;

3.1.9.3 Be selected by the MSU Maccess Director, Assistant Director, and Executive Team if hired through an application and interview process.