



## 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

- 3.1 The MSU Maccess personnel structure shall consist of:

Approved 15G

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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.

~~3.1.1.3~~

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.

~~3.1.2.3.1.2.4~~

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.

~~3.1.3.3~~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.

~~3.1.4.2~~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.

~~3.1.5.3~~

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.

3-1-6-4

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.

3-1-7-2

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.

3-1-8-2

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, and Assistant Director, and Executive Team if hired through an application and interview process.

~~3.1.9.2~~

~~3.1.10 The Safe(r) Space Volunteers, who shall:~~

~~3.1.10.1~~ ~~Be responsible for assisting in the maintenance of an anti-ableist space within the McMaster campus;~~

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

~~—————~~ ~~Be selected by the Maccess Director and Assistant Director through an application and interview process.~~

~~3.1.10.2~~