



Operating Policy – MSU Pride Community Centre (PCC)

1. Purpose

- 1.1. To educate the McMaster community and continually working towards the goal of a campus free from prejudice and discrimination on the basis of sexual orientation and gender identity;
- 1.2. To serve as a principle participant in assisting the growth and development of the two-spirit, transgender, lesbian, gay, bisexual, queer, intersex, asexual (2STLGBQIA+) community in the Greater Hamilton Area;
- 1.3. To operate as a safe(r) space and contact point for 2STLGBQIA+ people on campus and provide regular social and educational activities through the McMaster Students Union (MSU).

2. Operating Parameters

2.1. MSU PCC shall:

- 2.1.1. Prioritize the experiences and voices of Black, Indigenous, People of Colour (BIPoC) and disabled 2STLGBQIA+ people in all aspects of the service;
- 2.1.2. Offer a safe(r) space for 2STLGBQIA+ people to utilize and feel welcome and secure;
 - 2.1.2.1. This space is to be open with hours at the discretion of the Director in consultation with the Executive Board;
 - 2.1.2.2. The space is to be staffed with volunteers of diverse experience within the 2STLGBQIA+ community;
 - 2.1.2.3. At least one BIPoC 2STLGBQIA+ volunteer must be on shift at all times in order for the space to be open;

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- 2.1.3. Organize structured social events to create a sense of inclusion and community among 2STLGBQIA+ people, including, but not limited to:
 - 2.1.3.1. The implementation of:
 - 2.1.3.1.1. Mac Pride Week;
 - 2.1.3.1.2. 2STLGBQIA+ History Week; and
 - 2.1.3.1.3. Trans Week;
 - 2.1.3.2. Social events will reflect the diversity of the community and house closed events to both BIPoC and disabled 2STLGBQIA+ communities.
- 2.1.4. Provide informal support services
 - 2.1.4.1. Support includes, but is not limited to;
 - 2.1.4.1.1. Discussion groups;
 - 2.1.4.1.2. Welcome meetings;
 - 2.1.4.1.3. Individual peer support; and
 - 2.1.4.1.4. Group peer support;
 - 2.1.4.2. These settings will allow students with experience in various matters to share their knowledge with those who may need it.
- 2.1.5. Be involved in eliminating the social injustices and instances of institutionalized discrimination at McMaster University;
- 2.1.6. Aim to ensure the safety and equal treatment of 2STLGBQIA+ people on campus and in the community.

3. Personnel Structure

- 3.1. The Director, who shall:
 - 3.1.1. Oversee all activities of MSU PCC;
 - 3.1.2. Perform duties outlined in the PCC Director job description;
 - 3.1.3. Hire a diverse executive team ensuring that the voices and perspectives of BIPoC and disabled 2STLGBQIA+ people are considered and prioritized in hiring;
 - 3.1.4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.4.1. The outgoing PCC Director;
 - 3.1.4.2. The Vice-President (Administration);

- 3.1.4.3. One (1) Executive Board Member;
- 3.1.4.4. One (1) Representative from the Equity and Inclusion Office, if reasonably available.

3.2. The Assistant Director, who shall:

- 3.2.1. Assist the director with the oversight of all activities of MSU PCC;
- 3.2.2. Perform duties as outlined in the PCC Assistant Director job description;
- 3.2.3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.2.3.1. The incoming PCC Director;
 - 3.2.3.2. The outgoing PCC Assistant Director;
 - 3.2.3.2.1. If the outgoing Assistant Director is the incoming Director, then the seat will be filled by the outgoing PCC Director;
 - 3.2.3.3. One (1) Executive Board member;

3.3. The Events Coordinator(s), who shall:

- 3.3.1. Be responsible for overseeing all 2STLGBQIA+ community events and athletic initiatives facilitated by the MSU PCC;
- 3.3.2. Work closely with the Social and Political Advocacy Coordinator(s);
- 3.3.3. Be responsible for running a minimum of two closed BIPoC 2STLGBQIA+ events each academic term.
- 3.3.4. Be responsible for running a minimum of one closed event for disabled 2STLGBQIA+ people per semester.
- 3.3.5. Ensure accessibility is prioritized in the planning of all events; provide information on accessibility and outline potential barriers;
- 3.3.6. Provide information on how to request individualized accommodations;
- 3.3.7. Perform duties outlined in the PCC Events Coordinator job description;
- 3.3.8. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.4. The Research & Resources Coordinator, who shall:

- 3.4.1. Be responsible for researching and bringing awareness of 2STLGBQIA+ related issues to the PCC executive;
- 3.4.2. Be responsible for building and curating the PCC resource library which is intersectional and amplifies the voices of 2STLGBQIA+ BIPoC and disabled people;

- 3.4.3. Work closely with the Training & Development Coordinator;
 - 3.4.4. Perform duties outlined in the PCC Research and Resources Coordinator job description;
 - 3.4.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.
- 3.5. The Social & Political Advocacy Coordinator(s), who shall:
- 3.5.1. Be responsible for outreach and encouraging dialogue on the intersections of 2STLGBQIA+ identities with other identities on campus;
 - 3.5.2. Be responsible for running a minimum of one BIPoC 2STLGBQIA+ focused campaign each academic semester;
 - 3.5.3. Serve as a delegate to all community groups, working groups, and service consultation meetings as necessary;
 - 3.5.4. Be primarily responsible for the design and implementation of PCC campaigns;
 - 3.5.5. Perform duties outlined in the PCC Social & Political Advocacy Coordinator job description'
 - 3.5.6. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.
- 3.6. The Community Facilitation Coordinator, who shall:
- 3.6.1. Be responsible for encouraging open dialogue centred around 2STLGBQIA+ issues by overseeing and facilitating community groups;
 - 3.6.2. Ensure that safe(r) spaces are created for marginalized groups within the 2STLGBQIA+ community;
 - 3.6.2.1. These spaces include the mandatory requirement for the implementation of closed groups dedicated to BIPoC and disabled 2STLGBQIA+ people respectively;
 - 3.6.3. Schedule after hours community groups and act as a point of contact for all community group facilitators;
 - 3.6.4. Perform duties outlined in the PCC Community Facilitation Coordinator job description;
 - 3.6.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.
- 3.7. The Training & Development Coordinator, who shall:
- 3.7.1. Be responsible for the scheduling of all PCC Volunteer shifts;
 - 3.7.2. Be responsible for ensuring that BIPoC and disabled 2STLGBQIA+ applicants are prioritized and represented in the volunteer hiring process;

- 3.7.3. Be responsible for creating and delivering training for all PCC Volunteers in partnership with the PCC Director;
 - 3.7.4. Perform duties outlined in the PCC Training & Development Coordinator Job Description;
 - 3.7.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.
- 3.8. The Promotions Coordinator, who shall:
- 3.8.1. Be responsible for promoting 2STLGBQIA+ events, initiatives, and appropriate 2STLGBQIA+ causes;
 - 3.8.2. Communicate with the Research and Resources Coordinator to ensure that all promotions are well-researched to prevent harm done to the communities as a result of:
 - 3.8.2.1. Homophobia;
 - 3.8.2.2. Transphobia;
 - 3.8.2.3. Racism;
 - 3.8.2.4. Ableism; and/or
 - 3.8.2.5. Anti-Semitism;
 - 3.8.3. Aid the Events Coordinator in planning major events including but not limited to:
 - 3.8.3.1. Mac Pride Week;
 - 3.8.3.2. 2STLGBQIA+ History Week; and
 - 3.8.3.3. Trans Week;
 - 3.8.4. Perform duties outlined in the PCC Promotions Coordinator job description;
 - 3.8.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.
- 3.9. The Events & Advocacy Committee Volunteer(s), who shall:
- 3.9.1. Assist the Events Coordinator and/or the Social and Political Advocacy Coordinators to research, plan and execute events and advocacy initiatives;
 - 3.9.2. Perform duties outlined in the PCC Events & Advocacy Committee Volunteer job description;
 - 3.9.3. Be selected by the Executive Team through an application and interview process.
- 3.10. The Safe(r) Space Volunteer(s), who shall:

- 3.10.1. Conduct confidential peer support in the PCC space during shifts, and outside the space upon request of the Volunteer and Training Coordinator;
- 3.10.2. Have the option to facilitate one or more identity-specific community groups.
- 3.10.3. Aid the Research and Resources Coordinator in monitoring the PCC safe(r) space and resource library in the space;
- 3.10.4. Perform duties outlined in the PCC Safe(r) Space Volunteer job description;
- 3.10.5. Be selected by the PCC Director, AD, and Executive Team through an application and interview process.