



# 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).

### 2.1.4. Operating Parameters

#### 2.1.1.5. MSU PCC shall:

2.1.1.1.5.1. Prioritize the experiences and voices of Black, Indigenous, People of Colour (BIPoC) and disabled 2STLGBQIA+ people in all aspects of the service;

2.1.2.1.5.2. Offer a safe(r) space for 2STLGBQIA+ people to utilize and feel welcome and secure;

2.1.2.1.5.2.1. This space is to be open with hours at the discretion of the Director in consultation with the Executive Board;

2.1.2.2.1.5.2.2. The space is to be staffed with volunteers of diverse experience within the 2STLGBQIA+ community;

2.1.2.3.1.5.2.3. At least one BIPoC 2STLGBQIA+ volunteer must be on shift at all times in order for the space to be open.

Approved 97R

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2.1.3.1.5.3. Organize structured social events to create a sense of inclusion and community among 2STLGBQIA+ people, including, but not limited to:

2.1.3.1.1.5.3.1. The implementation of:

2.1.3.1.1.1.5.3.1.1. Mac Pride Week;  
2.1.3.1.2.1.5.3.1.2. 2STLGBQIA+ History Week; and  
2.1.3.1.3.1.5.3.1.3. Trans Week.

2.1.3.2.1.5.3.2. Social events will reflect the diversity of the community and house closed events to both BIPoC and disabled 2STLGBQIA+ communities.

2.1.4.1.5.4. Provide informal support services

2.1.4.1.1.5.4.1. Support includes, but is not limited to;

2.1.4.1.1.1.5.4.1.1. Discussion groups;  
2.1.4.1.2.1.5.4.1.2. Welcome meetings;  
2.1.4.1.3.1.5.4.1.3. Individual peer support; and  
2.1.4.1.4.1.5.4.1.4. Group peer support.

2.1.4.2.1.5.4.2. These settings will allow students with experience in various matters to share their knowledge with those who may need it;

2.1.5.1.5.5. Be involved in eliminating the social injustices and instances of institutionalized discrimination at McMaster University;

2.1.6.1.5.6. Aim to ensure the safety and equal treatment of 2STLGBQIA+ people on campus and in the community.

## 3.2. Personnel Structure

3.1.2.1. The Director, who shall:

3.1.1.2.1.1. Oversee all activities of MSU PCC;

3.1.2.2.1.2. Perform duties outlined in the PCC Director job description;

2.1.3. Hire a diverse executive team ensuring that the voices and perspectives of BIPoC and disabled 2STLGBQIA+ people are considered and prioritized in hiring.

2.1.4. Be hired by a hiring committee struck by the Executive Board that shall consist of:

2.1.4.1. The outgoing PCC Director;

2.1.4.2. The Vice-President (Administration);

2.1.4.3. One (1) Executive Board Member;

~~3.1.3.2.1.4.4.~~ One (1) Representative from the Equity and Inclusion Office, if reasonably available.

3.2.2.2. The Assistant Director, who shall:

3.2.1.2.2.1. Assist the director with the oversight of all activities of MSU PCC;

2.2.2. Perform duties as outlined in the PCC Assistant Director job ~~description~~description.

2.2.3. Be hired by a hiring committee struck by the Executive Board that shall consist of:

2.2.3.1. The incoming PCC Director;

2.2.3.2. The outgoing PCC Assistant Director;

2.2.3.2.1. If the outgoing Assistant Director is the incoming Director, -then the seat will be filled by the outgoing PCC Director~~Vice-President (Administration);~~

~~3.2.2.2.2.3.3.~~ One (1) Executive Board member.

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

3.3.1.2.3.1. Be responsible for overseeing all 2STLGBQIA+ community events and athletic initiatives facilitated by the MSU PCC;

3.3.2.2.3.2. Work closely with the Social and Political Advocacy Coordinator(s);

3.3.3.2.3.3. Be responsible for running a minimum of two closed BIPOC 2STLGBQIA+ events each academic term.

3.3.4.2.3.4. Be responsible for running a minimum of one closed event for disabled 2STLGBQIA+ people per semester.

3.3.5.2.3.5. Ensure accessibility is prioritized in the planning of all events; provide information on accessibility and outline potential barriers;

3.3.6.2.3.6. Provide information on how to request individualized accommodations;

2.3.7. Perform duties outlined in the PCC Events Coordinator job description.

3.3.7.2.3.8. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.4.2.4. The Research & Resources Coordinator, who shall:

- 3.4.1.2.4.1. Be responsible for researching and bringing awareness of 2STLGBQIA+ related issues to the PCC executive;
- 3.4.2.2.4.2. Be responsible for building and curating the PCC resource library which is intersectional and amplifies the voices of 2STLGBQIA+ BIPoC and ~~disabled people~~ disabled people;
- 3.4.3.2.4.3. Work closely with the ~~Volunteer and~~ Training & Development Coordinator;
- 2.4.4. Perform duties outlined in the PCC Research and Resources Coordinator job description;
- 2.4.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

~~3.4.4.~~

3.5.2.5. The Social & Political Advocacy Coordinator(s), who shall:

- 3.5.1.2.5.1. Be responsible for outreach and encouraging dialogue on the intersections of 2STLGBQIA+ identities with other identities on campus;
- 3.5.2.2.5.2. Be responsible for running a minimum of one BIPoC 2STLGBQIA+ focused campaign each academic semester;
- 3.5.3.2.5.3. Serve as a delegate to all community groups, working groups, and service consultation meetings as necessary;
- 3.5.4.2.5.4. Be primarily responsible for the design and implementation of PCC campaigns;
- 2.5.5. Perform duties outlined in the PCC Social & Political Advocacy Coordinator job description.
- 3.5.5.2.5.6. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.6.2.6. The Community Facilitation Coordinator, who shall:

- 3.6.1.2.6.1. Be responsible for encouraging open dialogue centred around 2STLGBQIA+ issues by overseeing and facilitating community groups;
- 3.6.2.2.6.2. Ensure that safe(r) spaces are created for marginalized groups within the 2STLGBQIA+ community;
  - 3.6.2.1.2.6.2.1. These spaces include the mandatory requirement for the implementation of closed groups dedicated to BIPoC and disabled 2STLGBQIA+ people respectively.
- 3.6.3.2.6.3. Schedule after hours community groups and act as a point of contact for all community group facilitators;
- 2.6.4. Perform duties outlined in the PCC Community Facilitation Coordinator job description.

3.6.4.2.6.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.7.2.7. The Training & Development Coordinator, who shall:

3.7.1.2.7.1. Be responsible for the scheduling of all PCC Volunteer shifts;

3.7.2.2.7.2. Be responsible for ensuring that BIPoC and disabled 2STLGBQIA+ applicants are prioritized and represented in the volunteer hiring process.

3.7.3.2.7.3. Be responsible for creating and delivering training for all PCC Volunteers in partnership with the PCC Director;

2.7.4. Perform duties outlined in the PCC Training & Development Coordinator Job Description.

3.7.4.2.7.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.8.2.8. The Promotions Coordinator, who shall:

3.8.1.2.8.1. Be responsible for promoting 2STLGBQIA+ events, initiatives, and appropriate 2STLGBQIA+ causes;

3.8.2.2.8.2. 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:

3.8.2.1.2.8.2.1. Homophobia;

3.8.2.2.2.8.2.2. Transphobia;

3.8.2.3.2.8.2.3. Racism;

3.8.2.4.2.8.2.4. Ableism; and/or

3.8.2.5.2.8.2.5. Anti-Semitism.

3.8.3.2.8.3. Aid the Events Coordinator in planning major events including but not limited to:

3.8.3.1.2.8.3.1. Mac Pride Week;

3.8.3.2.2.8.3.2. 2STLGBQIA+ History Week; and

3.8.3.3.2.8.3.3. Trans Week.

2.8.4. Perform duties outlined in the PCC Promotions Coordinator job description.

3.8.4.2.8.5. Be selected by the MSU PCC Director and Assistant Director through an application and interview process.

3.9.2.9. The Events & Advocacy Committee Volunteer(s), who shall:

3.9.1.2.9.1. Assist the Events Coordinator and/or the Social and Political Advocacy Coordinators to research, plan and execute events and advocacy initiatives;

2.9.2. Perform duties outlined in the PCC Events & Advocacy Committee Volunteer job description.

3.9.2.2.9.3. Be selected by the PCC Director and Assistant Director Executive Team through an application and interview process.

3.10.2.10. The Safe(r) Space Volunteer(s), who shall:

3.10.1.2.10.1. Conduct confidential peer support in the PCC space during shifts, and outside the space upon request of the Volunteer and Training Coordinator;

3.10.2.2.10.2. Have the option to facilitate one or more identity-specific community groups.

3.10.3.2.10.3. Aid the Research and Resources Coordinator in monitoring the PCC safe(r) space and resource library in the space;

2.10.4. Perform duties outlined in the PCC Safe(r) Space Volunteer job description.

3.10.4.2.10.5. Be selected by the PCC Director, AD, and PCC Director and Assistant Director Executive Team through an application and interview process.