



Operating Policy – Student Health Education Centre (SHEC)

1. Purpose

- 1.1 To engage the McMaster Students Union (MSU) community around a wide variety of health-related topics including, but not limited to, the following four major strategic priorities through all programming and campaigns:
 - 1.1.1 Sexual reproduction and wellbeing – Two-Spirit, transgender, lesbian, gay, bisexual, queer, intersex, asexual + (2STLGBQIA+) inclusive options for contraception and STBBI management and prevention, pregnancy navigation (pro-choice), supportive relationships, consent culture, supporting survivors of sexual and gender-based violence;
 - 1.1.2 Empowered bodies – Prioritizing body neutrality and positive physical sensations, individualized choices around food and exercise, societal impacts on body image, providing support for disordered eating;
 - 1.1.3 Substance use – minimizing any undesired effects of substance use (i.e., Cannabis, tobacco, opioids, alcohol, etc.) via the harm reduction model; and
 - 1.1.4 Mental wellbeing – promoting individualized self-care and coping strategies, acknowledging the importance of lived experiences and person-centrism when supporting those with mental health concerns, loneliness, grief and bereavement, and/or suicidal ideation.
- 1.2 To provide free resources aligning with the above strategic priorities for space users/community members;
- 1.3 To provide anonymous peer support, health information, and help navigating external support resources for McMaster students concerning all areas of student health, including social determinants of health, such as:

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- 1.3.1 Race and ethnicity;
- 1.3.2 Financial security; and
- 1.3.3 Disability and/or chronic illness.

2. Operating Parameters

- 2.1 MSU SHEC shall be a completely peer-run service dedicated to supporting the McMaster community on topics pertaining to student health, as outlined in **Section 1**;
- 2.2 MSU SHEC shall provide free material resources in support of the strategic priorities;
- 2.3 All services offered by MSU SHEC shall operate under a non-profit, anti-oppressive framework and be made available to the entire McMaster community;
- 2.4 MSU SHEC shall provide peer support and cover topics and concerns related to student health that are non-denominational and care-focused;
- 2.5 MSU SHEC shall organize and run educational programming on campus, including but not limited to:
 - 2.5.1 Events that prompt discussions around student health as it pertains to the strategic priorities;
 - 2.5.2 Informational campaigns on topics related to the strategic priorities; and
 - 2.5.3 Sponsoring or co-sponsoring relevant films, speakers, or workshops.
- 2.6 MSU SHEC shall provide informal referrals to other care providers both within and outside of the McMaster community;
- 2.7 MSU SHEC shall maintain statistics on the usage of their services.

3. Personnel Structure

- 3.1 The Director, who shall:
 - 3.1.1 Be responsible for overseeing all activities of MSU SHEC;
 - 3.1.2 Perform duties outlined in the SHEC Director job description;
 - 3.1.3 Be selected by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1 The outgoing SHEC Director
 - 3.1.3.2 The Vice-President (Administration);

- 3.1.4 One (1) Executive Board Member;
- 3.1.5 One (1) representative from the Student Wellness Centre, if reasonably available.

3.2 The Assistant Director, who shall:

- 3.2.1 Be responsible for assisting the Director in the oversight of all activities of MSU SHEC;
- 3.2.2 Be responsible for the organization of volunteers within MSU SHEC;
- 3.2.3 Perform duties outlined in the SHEC Assistant Director job description.
- 3.2.4 Be selected by a hiring committee struck by the Executive Board that shall consist of:
 - 3.2.4.1 The outgoing SHEC Assistant Director;
 - 3.2.4.1.1 If the outgoing Assistant Director is the incoming Director, then the outgoing Director will be substituted;
 - 3.2.4.2 The incoming SHEC Director;
 - 3.2.4.3 One (1) Executive Board Member;

3.3 The Volunteer Coordinator(s), who shall:

- 3.3.1 Work with the SHEC Assistant Director in scheduling and tracking all volunteer shifts;
- 3.3.2 Be responsible for developing a community of support amongst volunteers and the executive team through recurring social events pertaining to volunteer appreciation;
- 3.3.3 Perform duties outlined in the SHEC Volunteer Coordinator job description;
- 3.3.4 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.

3.4 The Training & Development Coordinator(s), who shall:

- 3.4.1 Work with the SHEC Assistant Director to organize and develop volunteer training in September and January;
- 3.4.2 Organize and distribute additional training materials, when necessary (i.e. monthly, bimonthly, etc.);
- 3.4.3 Perform duties outlined in the SHEC Training & Development Coordinator job description.
- 3.4.4 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.

3.5 The Promotions Coordinator(s), who shall:

- 3.5.1 Be responsible for overseeing all online and print promotions of MSU SHEC services;
- 3.5.2 Act as a liaison with the Underground Media + Design to ensure all promotions are completed;
- 3.5.3 Act as a liaison with other on-campus partners for advertising purposes;
- 3.5.4 Perform all duties outlined in the SHEC Promotions Coordinator job description;
- 3.5.5 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.

3.6 The Events & Outreach Co-Executives, who shall:

- 3.6.1 Be responsible for managing all activities of the Events and Outreach Committee together, as outlined in Committees;
- 3.6.2 Perform duties outlined in the SHEC Events & Outreach Co-Executive job description;
- 3.6.3 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.

3.7 The Resources & Advocacy Co-Executives, who shall:

- 3.7.1 Be responsible for managing all activities of the Resources and Advocacy Committee together, as outlined in Committees;
- 3.7.2 Perform duties outlined in the SHEC Resources & Advocacy Co-Executive job description;
- 3.7.3 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.

3.8 The Peer Support Volunteers, who shall:

- 3.8.1 Be responsible for providing confidential services and information to McMaster community members;
- 3.8.2 Perform duties outlined in the SHEC Peer Support Volunteer job description;
- 3.8.3 Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.
 - 3.8.3.1 When possible, the Executive Team members should also be included on the hiring board.

4. Committees

4.1 The Events & Outreach Committee shall:

- 4.1.1 Plan and implement events to educate the McMaster community on issues pertaining to student health as they relate to the strategic priorities of the Service;
 - 4.1.2 Create and organize events/workshops as approved by the SHEC Director;
 - 4.1.3 Collaborate with other on and off-campus services to arrange accessible student outreach opportunities;
 - 4.1.4 Implement one event per year that is targeted at first-year students, in coordination with the SHEC Director and other Executive team members;
 - 4.1.5 Prepare information boards and tables for events as required;
 - 4.1.6 Assist other McMaster or MSU Services and departments in facilitating events pertaining to the strategic themes;
 - 4.1.7 Work with the Promotions Coordinator(s) to advertise events and the service in an appropriate manner;
 - 4.1.8 Be led by the Events & Outreach Co-Executives.
- 4.2 The Resources & Advocacy Committee shall:
- 4.2.1 Plan and implement practical informational campaigns to educate the McMaster community on topics pertaining to student health as they relate to the strategic priorities of the Service;
 - 4.2.2 Create and organize campaigns/projects as approved by the SHEC Director;
 - 4.2.3 Review, maintain, and contribute to the online and physical resource collection to ensure that the MSU SHEC has an up-to-date resource directory;
 - 4.2.4 Implement one campaign per year that is targeted at first-year students, in coordination with the SHEC Director and other Executive team members;
 - 4.2.5 Compile information for print and online materials as required;
 - 4.2.6 Engage in public and community advocacy discourse in response to social events or movements that have a noticeable impact on the wellbeing of McMaster students;
 - 4.2.7 Work with the Promotions Coordinator(s) to advertise campaigns in an appropriate manner;
 - 4.2.8 Be led by the Resources & Advocacy Co-Executives.