



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.

~~3.1.2~~

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;

~~3.2.3~~

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 incoming SHEC Coordinator and the outgoing Volunteer Coordinator through an application and interview process. MSU SHEC Director and Assistant Director through an application and interview process.

~~3.3.3~~

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 incoming SHEC Director and the outgoing SHEC Training & Development Coordinator(s) through an application and interview process.~~ MSU SHEC Director and Assistant Director through an application and interview process.
3.4.3

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.

3.5.4 ~~Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.~~ incoming SHEC Director and outgoing SHEC Promotions Coordinator 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.

3.6.2 ~~Be selected by the MSU SHEC Director and Assistant Director through an application and interview process.~~ incoming SHEC Director and the outgoing SHEC Events and Outreach Co-Executives 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.~~ incoming SHEC Director and the outgoing SHEC Resources and Advocacy Co-Executives through an application and interview process.

3.7.2

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 incoming SHEC Director and the incoming Executive team through an application and interview process. MSU SHEC Director and Assistant Director through an application and interview process.

3.8.3.1 When possible, the outgoing Executive Team members should also be included on the hiring board.

3.8.2

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.