



# USSU Women's Centre Policy

## 1. Preamble

The University of Saskatchewan Students' Union (USSU) exists to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality accessible public education.

The USSU Women's Centre is a student initiative that arose because students recognized a need on campus for its services. All services of the USSU Women's Centre must be encompassed by the USSU's mission statement and guided by the values of innovation; integrity; mutual respect; professionalism; service; social, economic, and environmental responsibility; teamwork; and trust.

This policy is intended to outline the principles, which guide the operation and structure of the USSU Women's Centre.

## 2. Mission

The mission of the USSU Women's Centre is to take a vibrant and proactive approach to educating and informing the campus community about feminist issues and issues affecting women. The USSU Women's Centre strives to provide a safe and positive environment to promote equality and equity while recognizing and celebrating difference within our diverse and dynamic community.

## 3. Mandate

3.1 The USSU Women's Centre is open to all genders, and serves as a space to build community, discuss, and organize around current feminist issues. The USSU Women's Centre facilitates educational workshops and promotes issues relevant to gender equity and equality on campus.

3.2 In addition to providing regular programming and basic services, including peer support, campus and community resources, workshops, social events, and discussion groups, the USSU Women's Centre co-organizes and facilitates several feminist-driven annual events. These initiatives include the Take Back the Night march, a ceremony for the December 6<sup>th</sup> National Day of Remembrance and Action on Violence Against Women, and an International Women's Day event. The Coordinator and volunteers develop these events with community partners, particularly the Saskatoon Women's Community Coalition.

#### **4. Accountability**

The USSU Women's Centre Coordinator is responsible for the operation of the USSU Women's Centre, and will ensure that the services offered effectively meet the needs of students. The USSU Women's Centre Coordinator shall report regularly to the USSU Business and Services Manager.

#### **5. Volunteers**

##### **5.1. Criteria**

Volunteers must be registered students at the University of Saskatchewan.

##### **5.2. A Volunteer is a Person Who**

- Has completed a USSU Volunteer Application and interview process;
- Has been appropriately trained as a front-line volunteer and/or peer supporter by the USSU Women's Centre Coordinator; and
- Regularly works in the USSU Women's Centre for a minimum weekly time period as determined by the USSU Women's Centre Coordinator.

##### **5.3. General Duties & Responsibilities of a Volunteer**

- To be trained in basic peer supporting, with additional suicide intervention training (Applied Suicide Intervention Skills Training course) made available to those volunteers interested in being a regular peer supporter;
- To attend regular or general USSU Women's Centre meetings;
- To attend all USSU Women's Centre training sessions;
- To provide the services of the USSU Women's Centre in a non-discriminatory manner in accordance with their training; and
- To maintain regularly scheduled work hours in the USSU Women's Centre.

##### **5.4. Volunteer Concerns**

5.4.1 If a volunteer has a problem with anything in the USSU Women's Centre, the first course of action is to talk to the USSU Women's Centre Coordinator.

5.4.2 If a volunteer has a problem with the USSU Women's Centre Coordinator, a complaint can be lodged with the USSU Business and Services Manager.

## 6. Centre Operations

6.1 The USSU Women's Centre's primary responsibility is to implement the USSU Women's Centre's Action Plan and ensure any discrepancies are addressed. Action plans are to be created annually and updated as required. All changes need to be reviewed and approved by the USSU Business and Services Manager, prior to implementation. The USSU Women's Centre Coordinator should convey to each volunteer the relevant aspects of the strategic plan and that they are expected to adhere to these requirements during scheduled shifts.

6.2 Should volunteer actions be in violation of such requirements, the USSU Women's Centre Coordinator will follow a three-step disciplinary process after consultation with the USSU Business and Services Manager.

## 7. Promotion of the Service

As the Women's Centre is a USSU service, all promotional material created by the office will be approved by the USSU Business and Services Manager and/or the Communications and Marketing Manager. All material must carry the current USSU logo.

## 8. Policy Changes

8.1 USSU policies are reviewed regularly and changes are implemented to reflect new information, structure, or other modifications. The USSU Women's Centre Coordinator will participate actively in formulating new policy in conjunction with the USSU Business and Services Manager, and may suggest revisions at any time. The revised policy will then be submitted to the Executive Council and, when the revisions are complete, to the University Students' Council for final approval.

8.2 This policy was approved by the University Students' Council in accordance with the regulations established by the USC for the adoption of policy.

Contact Information: Vice President (Student Affairs) 966-6970

Category: USSU Centres

Policy Authority: Student Affairs Board

<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Adopted	Student Issues Board	02/06/09	USC 153
Amended	Executive Committee	06/21/11	EXEC11
Amended	Student Affairs Committee	03/05/14	SAC003