

1. CALL TO ORDER

Call to Order – 10:01 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Skw̓xwú7mesh Úxwumixw (Squamish), Selíłwítulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 HR and Personnel Composition

President (Chair)

Helen Sofia Pahou

VP Internal and Organizational Development (Vice-Chair)

Judit Nagy

VP Equity and Sustainability

Rea Chatterjee

Non-Executive Councillor

Vacant

3.2 Society Staff

Board Organizer

Emmanuela Droko

Operations Organizer

Ayesha Khan

Administrative Assistant

Phanie Phan

4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

5.1 MOTION HRP 2022-07-25:01

Judit / Rea

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

6. IN-CAMERA

6.1 MOTION HRP 2022-07-25:02

Judit / Rea

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED UNANIMOUSLY

- **Hiring of Temporary Operations Organizer for In Camera Session**

7. EX-CAMERA

7.1 MOTION HRP 2022-07-25:03

Helen / Judit

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

8.1 Hiring of Temporary Operations Organizer - MOTION HRP 2022-07-25:04

SUBMITTED BY: President "Helen Sofia Pahou"

Judit / Helen

Whereas the Society's Operations Organizer, Ayesha Khan, is preparing to go on maternity leave starting at the end of day on Friday August 19th, 2022 for a minimum of 19 months;

Whereas the Society is in need of temporarily backfilling the position of the Operations Organizer for the duration of the Operations Organizer's approved maternity leave as stipulated in her contract;

Whereas the Society aims to temporarily backfill the position with an individual who holds experience in staff relations, management, and engagement, and is committed to working amongst staff at an in-person and remote capacity;

Be it resolved to hire Sindhu Dharmarajah as the temporary Operations Organizer of the Simon Fraser Student Society for a minimum period of 19 months or the time period needed to backfill the Operations Organizer's leave;

Be it further resolved that Sindhu begins her work as the Society's temporary Operations Organizer at her earliest date available to her on or before Monday, August 29th, 2022.

CARRIED AS AMENDED

- President amended the entirety of the motion to add further clarifications and details.
- On behalf of Ayesha, the President amended the motion to strike "on Monday, August 29, 2022" and replace it with "at her earliest date available to her on or before Monday, August 29th, 2022."

- VP ES noted that the SFSS should open a job position application and invite the candidate to apply to make the process more transparent and allow for Council, as the employer, to make the decision after the process.

**5 minute break taken at 11:13 AM*

9. DISCUSSION ITEMS

9.1 Day in the Life of Event

SUBMITTED BY: Operations Organizer “Ayesha Khan”

- Ayesha shared that the “Day in the Life of” event was initiated by the 2021-22 President and VP IOD to help staff gain better understanding of each other’s roles and allow for more flexibility to fill in temporary vacancies/leaves, as it is easier for a cross-trained person to fill it.
- Ayesha clarified that this will be on a voluntary basis.
- VP IOD and VP ES wanted to know what logistics have been worked out and how that will work with staff’s schedules.
 - Ayesha responded that people within the same shift will be paired together and the swaps/shadowing will happen during the slower periods (eg. summer).
 - Ayesha further clarified that staff will be paid at their regular rate, as they choose to opt in or not.

9.2 SLO Reporting Template

SUBMITTED BY: Operations Organizer “Ayesha Khan”

- Ayesha shared that this item is brought for institutional record keeping and expressed that the SFSS does not currently have a formal way of documenting SLO matters.
- Ayesha has set up a Google Form for the SLO matters (eg. set up meetings, reports, documentation, and etc. that affect staff or staff’s problematic behaviour) until a more confidential method is devised.
- Ayesha clarified that the Google Form is only accessible to her and the President and other Forms will be looked at because there are concerns that Google is not secure enough.

9.3 Women’s Centre Job Description Review

SUBMITTED BY: Operations Organizer “Ayesha Khan”

- Ayesha gave context that job description reviews started in November 2021, where staff were invited to review and make suggestions and updates to their job descriptions.
- The Women’s Centre Coordinator position was one of the job descriptions that needed a review.
- Changes to the job description included the position’s description, goal, working

relations, some grammatical corrections, and implement better language with describing certain skills and requirements.

9.4 Accessibility Coordinator Job Description Review

SUBMITTED BY: Operations Organizer “Ayesha Khan”

- The position title has been changes to DNA Resource Centre Coordinator to take into account DNA’s levy.
- Vivian, on behalf of DNA, Brianna, the current Accessibility Coordinator, and Trish, the CUPE Representative, reviewed the job description.
- Changes include the position’s goals, working relations, context, some grammatical corrections, implement better language with describing certain skills and requirements, and changes to the duties and responsibilities.
- Ella wanted to
- Ella wanted to review the removed portion about the regular overseeing of accessibility audits of the society space. She expressed that though the majority of it falls under the Building Assistants’ portfolio, there will be a need to review annual accessibility audits and other DI-related things as the SFSS expands.
 - Ayesha stated that the job description review was not finalized as DNA is currently restructuring but audit reviews and etc. can be assigned under the “other duties as assigned” portion of the job.
 - Ayesha further explained that a discussion with DNA will be needed to determine if they are comfortable and willing to share their staff for that purpose.
- VP ES gave context that the title change happened because Briana and Vivian found to share each other’s responsibilities and that DNA would appreciate more staff support.
- VP ES wanted to know if further discussion is needed to check in with DNA and see if any other edits are needed.
 - Ayesha said that further discussion will be needed and can use the time to look at the other equity seeking jobs descriptions and streamline them.

9.5 Accessibility Assistant Job Description Review

SUBMITTED BY: Operations Organizer “Ayesha Khan”

- The position title has been changes to DNA Resource Centre Assistant to take into account DNA’s levy.
- Changes include the position’s description, working relations, context, some grammatical corrections, and implement better language with describing certain skills.
- As the change to this job description came in mid-July, during VP ES’ LOA, Ayesha stated that it will be beneficial for VP ES to take a look at it and meet with DNA about it.

10. ATTACHMENTS

- 10.1 Day in the Life of Project**
- 10.2 2022-01-WC Coordinator Job Posting**
- 10.3 Accessibility Coordinator Job Description**
- 10.4 Accessibility Assistant Job Description**

11. ADJOURNMENT

11.1 MOTION HRP 2022-07-25:05

Helen / Judit

Be it resolved to adjourn the meeting at 11:51 AM

CARRIED UNANIMOUSLY

The "Day in the Life Of" Project idea was brought forward by VP Internal, Corbett Gildersleve . His idea is that two staff from different positions learn what each other does. This could last 4-6 months or whatever time is reasonable.

The benefits are skill development for staff, better understanding of each other's roles, more flexibility where a cross-trained person could more easily help out in case of a temporary vacancy/leave. This already unofficially happens when a staffer decides to help out, but it might be better to formalise it a bit.

When: We can establish a trial run by spreading out the shadowing over a month or so and conduct an anonymous survey to staff about their experiences.

Mechanics:

- Staff are canvassed for their interest/ registration
- Staff who signed up will be paired with another interested staff member
- The first half of the day will be composed of 1 staff observing their pair in their day to day
- The second half of the day will be the same, but switched
- The format will be in-person
- It should be emphasized that the intention is to create a general understanding of the different kinds of work our colleagues do and how they are all equally important in the day to day of the operation
- The opportunity can also create interest for staff to apply for other internal positions, or for eligible staff to apply for internal transfers
- Staff should be reminded that this is NOT to consolidate bargaining unit work or "get rid of positions"
- Staff should be reminded that this project is for observational purposes
- As this project is optional and self-selected, no top-up pay will be provided as no duties will be done by the paired staff in someone else's bargaining unit work
- This will create a tangible opportunity to get to know your colleague and what they do (and improve staff morale?)
- We can provide a catered lunch for staff who participate once it's over

Next Steps:

- Raise at a working conditions meetings
- Create Jot Form for sign ups
- Plan for January/February 2022

Job Description
Women's Centre Coordinator
(Permanent, Full-time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is realized through our support of students to reach their full potential by providing resources and services that represent, connect and benefit our membership.

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

This is a full-time (35 hours/week) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$30.72 per hour with additional benefits as defined in the Collective Agreement.

The Women's Centre is a pro-feminist, sex positive, pro-choice, anti-racist, trans and intersex women inclusive department of the Simon Fraser Student Society (SFSS). The SFSS is an equal opportunity employer that strives to build a diverse workforce, thus encouraging individuals from marginalized communities to apply. Further, we invite applicants with work experience in progressive environments that reflect the Centre's five-point mandate to apply.

Description: The Women's Centre Coordinator oversees the Women's Centre, delivery of programs and services for self-identified women (whether cis or trans), intersex people, and non binary/genderqueer/agender folks at Simon Fraser University. The Women's Centre Coordinator reports to the President and the Operations Organizer and closely collaborates with the Women's Centre Collective to shape and, once approved, implement the Women's Centre's annual plan of action.

Goal: To ensure the Women's Centre effectively meets the needs of self-identified women at Simon Fraser University.

Working Relationship(s)/ Role in Organizational Structure: The Women's Centre Coordinator supervises the Women's Centre Resource Assistant and volunteers, and is the resource person for the Women's Centre Collective. The Women's Centre Coordinator

reports to and takes direction from the President and the Operations Organizer. This position works closely with staff serving Equity-Seeking Constituency Groups and with all other Society Staff.

Duties and Responsibilities:

- Administration of the Women's Centre, including but not limited to the resource office, lounge, and library
- Maintain up-to-date knowledge of campus and off-campus resources for Women's Centre users
- Provide peer and disclosure support by providing appropriate crisis referrals and related resources
- Act as a resource person to advise and support the Women's Centre Collective
- Coordinate and curate projects, programs, services and events in conjunction with the Women's Centre Collective and other SFU partners to benefit the Simon Fraser University community
- Assist in advertising and promoting Women's Centre projects, programs, services, and events
- Train and supervise the Women's Centre part-time Resource Assistant
- Recruit and train volunteers, and provide and develop ongoing support to volunteers
- Maintain official records, files, databases, administrative systems, supplies, and equipment for the Women's Centre department
- Prepare and administer the annual Women's Centre budget
- Liaise, advocate, and collaborate with university partners to ensure the needs of self-identified women are met by SFU policies and programs in conjunction with the Society's Strategic Plan
- Provide support to the Women's Centre Lounge and the All Genders Resource area
- While working remotely, takes care of the safer sex supplies/menstrual supplies mail out program

Required Skills and Experience:

- Demonstrated commitment to intersectional feminism with experience working/volunteering in a sex positive and feminist organization(s) or environment(s)
- Skilled and experienced in doing anti-oppression work, including anti-racist, and trans inclusion practices
- Experience working within a collective structure, using consensus decision-making
- Experience supporting and providing resources to individuals in crisis
- Aware of issues faced by women and minorities in an academic institutional environment
- Experience recruiting and working with volunteers

- Knowledge of post-secondary student organizations' structure and mandate
- Familiarity with University policies, procedures, and governing structures is an asset
- Ability to work in a self-supervisory, multi-task environment, within clear timelines
- Strong interpersonal skills
- Ability, training, and experience in conflict resolution
- Excellent written and verbal communication skills
- Strong organizational and administrative skills
- Understanding of the role of the Society and its membership, in terms of advocacy, representation, and the provision of services
- Computing skills (including MAC OSX, Microsoft Applications, Google Suite and email)
- Mental health first aid and a valid First Aid Level 1 certification will be considered an asset
- Background in Gender Studies and Sociology an asset
- Able to work with people from all walks of life, with tolerance for uncertainty and differing abilities
- Able to manage work in a political environment

Please send your documents as PDF files in Collage. Applications must be received no later than X:XX xm (PST) on Month XXth, 2021. Applicants must be available to work during regular office hours Monday to Friday.

We thank all who apply, but only those candidates selected for interviews will be contacted.

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: www.sfss.ca.

Job Description
Accessibility Coordinator
(Permanent, Full-Time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at the Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership. One of the SFSS constituency groups is the [Disability & Neurodiversity Alliance \(DNA\)](#).

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

This is a full-time (35 hours/ week) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$30.72 per hour with additional benefits as defined in the Collective Agreement.

Goal: The Accessibility Coordinator will work closely with both DNA and the Accessibility Committee to implement student projects, with help from the Accessibility Assistant. They will also oversee, coordinate and assist in the delivery of programs and services in the DNA Accessibility Centre.

Working Relationship(s)/ Reporting Structure: The Accessibility Coordinator reports to and takes direction from the President and Operations Organizer; Supervises, assigns and supports the work of the Accessibility Assistant; Works alongside other SFSS staff; Supports the SFSS Accessibility Committee in implementing their annual plan, and closely collaborates with the Disability and Neurodiversity Alliance (DNA).

Context: The SFSS is looking to support its disabled members and members with disabilities by improving accessibility on campus. With this in mind, we are hiring an Accessibility Coordinator to assist with disability advocacy on campus and to manage the Disability and Neurodiversity Alliance Accessibility Centre in the new Student Union Building.

The SFSS has its own Accessibility Committee, as well as a close relationship with the Disability and Neurodiversity Alliance (DNA). Both of these groups undertake projects to improve accessibility around campus, as well as advocate for disability justice. To this end, the SFSS has recently developed a new [Accessibility Policy](#), as well as a [Disability Justice Issues Policy](#).

These groups and policies help ensure that the SFSS is always acting in the best interests of its disabled members and members with disabilities. Throughout your role as Accessibility

Coordinator, you will ensure that these working relationships are maintained, these policies are followed, and that the concerns of members are addressed.

The SFSS shall not negatively discipline any Accessibility Centre staff member for any social or academic advocacy positions taken by the Disability and Neurodiversity Alliance (DNA), its members, the Accessibility Committee (AC), or its members. DNA, the AC and the Accessibility Coordinator hired shall be separate and distinct, however, DNA and the AC shall serve as the bodies that guide the types of services, resources, and advocacy support that is offered by the Accessibility Centre. This shall in no way preclude or prevent DNA from engaging in collective action, and engaging in social or academic advocacy as the DNA membership and Executives sees fit.

Duties & Responsibilities

- Regularly oversees accessibility audits of Society Space
- Work with users of the space to keep the Society Space functional, accessible and safe
- Liaise with maintenance to keep the space and Society Space functional, accessible and safe as a whole
- Support students who have accessibility concerns, unmet needs, or trouble accessing services on campus
- Approve accessibility department plans, initiatives and ideas
- Recruit, orient, train and allocate tasks to volunteers
- Supervise and work with the Accessibility Assistant
- Order and manage inventory within the space
- Help implement rules and guidelines for the space that are in line with SFSS policies
- Support DNA members with their goals and initiatives, including fielding consultation requests when asked
- Assist with meeting scheduling, room booking, catering and room set-up for meetings and events of DNA, in its space or in other locations
- Help implement Accessibility Committee Annual Plan and other relevant projects
- Manage and process some forms and administrative tasks
- May be required to attend and present at Accessibility Committee meetings
- Ensure proper representation on the Accessibility Committee at the beginning of each semester
- Serve as a point of contact for SFU's Centre for Accessible Learning (CAL)
- Kickstart outreach and promotion initiatives
- Ensure that the SFSS Accessibility Policy is followed throughout the organization
- Ensure that the Disability Justice Issues Policy is followed throughout the organization
- Work with DNA to prepare annual budgets for submission to the SFSS
- Work with Finance to develop budgets for the Accessibility Department
- Manage accounts with external organizations
- Perform duties in a mix of both virtual and physical spaces
- Other duties as assigned

Qualifications & Assets

- Lived experience as a self-identified disabled person or person with disabilities
- Experience with disability advocacy work

- Experience with student advocacy work
- Understanding of theories of disability justice
- Organizational, analytical and problem-solving skills
- Training in interpersonal communication and conflict resolution
- Knowledge of current issues within disability communities
- Ability to work with people from diverse backgrounds
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions
- Experience with university or student union policy work is an asset
- Proficiency or fluency in alternative forms of communication, such as American Sign Language (ASL) is an asset
- Mental Health First Aid is an asset

Applicants must be available to work during regular office hours Monday to Friday.

Please send your documents as PDF files in [Collage](#). Applications must be received no later than 4:00 pm (PST) on November 26th, 2021.

We thank all who apply, but only those candidates selected for interviews will be contacted.

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our [website](#).

Job Posting

Accessibility DNA Resource Centre Assistant (Designated Assistant)

(Permanent, Part-Time)

Description: ~~The Accessibility Assistant will be responsible for supporting the SFSS Accessibility Advisory Committee on the implementation and evaluation of a new Accessibility Standard Policy.~~ The DNA Resource Centre Assistant will also be responsible for assisting the SFU Disability and Neurodiversity Alliance (DNA) and the DNA Resource Centre ~~Accessibility~~ Coordinator in the establishment of, and eventual operation of, the DNA Resource Centre. They will also assist the Coordinator and DNA with implementing student projects. The Assistant will be further responsible for supporting ~~assisting~~ the ~~Accessibility Coordinator in the development of proposals, bookings, and with~~ administrative work related to accessibility.

The Simon Fraser Student Society is an equal opportunity employer. We encourage applications from disabled and neurodivergent people, particularly disabled Black, Indigenous, people of colour; disabled women; low-income disabled people; disabled parents; and disabled LGBTQ+ people.

This is a permanent, part-time (up to 21 hours per week) Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) local 3338-5 paid at a wage rate of \$19.50/hour.

Goal: The DNA Resource Centre ~~Accessibility~~ Assistant serves as a support focal point for requests from students with disabilities requiring assistance.

Working Relationship(s)/Role in Organizational Structure: The DNA Resource Centre ~~Accessibility~~ Assistant works with and is supervised by the DNA Resource Centre ~~Accessibility~~ Coordinator. This position reports to the President, Operations Organizer, ~~and the SFSS Accessibility Advisory Committee~~ through the SFSS VP Equity & Sustainability Student Services.

Duties and Responsibilities:

1. ~~Provide support to the SFSS Accessibility Advisory Committee, including supporting the development~~ implementation of the Accessibility Standard Policy. This includes

~~researching and compiling accessibility-related resources for the Accessibility Standard Policy's appendices.~~

2. Assist the SFU Disability and Neurodiversity Alliance (DNA) and the DNA Resource Centre Coordinator in the establishment of, and eventual operation of, the DNA Resource Centre.
3. Collaborate with the DNA Resource Centre Coordinator on supporting DNA members' goals and initiatives.
4. Collaborate with the DNA Resource Centre Coordinator on supporting students who have accessibility concerns, unmet needs, or trouble accessing services on campus.
5. ~~Help students secure the accommodation support they require to participate in campus activities. This includes but is not limited to booking accessibility services for SFSS events, communicating with individual students about specific accessibility requests, advising student-led groups on accessibility practices.~~
6. ~~Support the approval of SFSS accessibility grant applications.~~
7. Assist students with disabilities in completing SFSS accessibility grant applications.
8. Liaise with student groups, clubs, student unions, constituency groups (like SFU Disability and Neurodiversity Alliance), and others who are interested in supporting the needs of students with disabilities. This includes but is not limited to attending meetings, communicating by email, relaying information between groups.
9. Liaise with SFU offices that support students with disabilities, including the Centre for Accessible Learning. This includes but is not limited to attending meetings, communicating by email, relaying information between groups.
10. Develop (optional) personal projects with the support of the Coordinator/Manager that meet professional development needs and the needs of constituency group community members
11.
12. ~~Meet regularly with students with disabilities to understand how the SFSS can best provide support.~~
13. Other administrative duties as directed by the VP **Equity & Sustainability Student Services**.
14. Develop (optional) personal projects with the approval of the Manager that meet professional development needs and the needs of constituency group community members
15. In an event where relevant Constituency Group Executives are dormant and do not have the capacity to lead, staff will engage in this [Emergency Response Plan](#), while reverting to servicing constituents until their Constituency Group Executive is actively operational once more
16. Other duties as assigned

Required Skills and Experience:

1. Education or experience in a relevant field, such as disability, education, and social justice.
2. At least 1-2 years' experience working in disability and accessibility services.
3. Excellent computer skills - Microsoft Office Suite.
4. Relationship building between different stakeholders.
5. Communication and interpersonal skills.
6. Knowledge regarding disability issues, such as universal design, assistive technologies, inclusive event planning, and disability justice.
7. Knowledge regarding social justice issues inclusive of disability, race, gender, sexual orientation, class, and other areas and intersections of marginalization and oppression.

Applicants must be available to work during regular office hours Monday to Friday.

Please send your documents as PDF files in [Collage](#). Applications must be received no later than 4:00 pm (PST) on **Month XXth, 2022.**

We thank all who apply, but only those candidates selected for interviews will be contacted.

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