



OPIRG Brock 2019-2020

BOARD OF DIRECTORS

Application Package



Hello! Thank you for your interest in one of the OPIRG Brock Board of Directors (BOD). There are currently 2 available spaces with community members and students encouraged to apply. In addition to the standard set of Board responsibilities, there are currently 2 portfolios available: Community Relations and Board Facilitator. There is also the opportunity to sit on and/or chair multiple committees within the OPIRG Brock team.

OPIRG Brock welcomes the contributions and aims to prioritize individuals from marginalized communities, and invites Indigenous people, people of colour, poor and working-class people and those on social assistance, women, gays, lesbians, bisexuals, queer-oriented people; transgender, transsexual, intersex and two-spirit people; single parents, members of ethnic minorities, immigrants, people from non-academic backgrounds and disabled people to apply.

In order to apply for the BOD, you must be a member in good standing. "In good standing is defined as:

- You must be on record having paid the annual OPIRG Brock student or community membership fee and completed the membership opt-in form (<https://forms.gle/EzDqhSqDcbTMsTfu7>)
- You cannot have been removed from the organization due to acts of discrimination, harassment, or violence that acts in contradiction to the OPIRG mandate or Safer Space Policy
- You cannot have been removed from the organization for causing OPIRG Brock undue organizational harm

To apply for the Board, please:

- Send email at opirgb@gmail.com as soon as possible with your name, contact information, and your answers to the questions below (point form/short paragraphs).
 - a. A brief description of yourself, including if you are a community member or student.
 - b. Why would you like to be on the OPIRG-Brock Board of Directors?
 - c. Which position would you be interested in taking on and why
 - d. What experience do you have with environmental/social justice work?
 - e. What skills, knowledge, or experience makes you well suited to be a member of the OPIRG-Brock Board of Directors?
 - f. Is there anything else you would like us to know about you?
- Attend the next Public OPIRG Brock Board Meeting, or send someone on your behalf

Accessibility: OPIRG Brock will be providing childcare for the June Public Board Meeting, but please let us know if you require any additional accommodations. At the June Public Board Meeting, the various applicants will be discussed at an in-camera portion of the meeting, and will be made public by the conclusion of the meeting.

All the pages following this are information about the OPIRG Brock Board of Directors and are available keep as a resource by the applicant.



OPIRG Brock Board of Directors Application Package



- . Interested in joining the OPIRG Brock Board of Directors? Here are a few things to know before applying to the Board.

WHAT IS OPIRG BROCK?

Ontario Public Interest Research Group – Brock (OPIRG-Brock) is a campus-based social and environmental justice organization. OPIRG-Brock engages in educational and direct-action campaigns and helps to connect and support a variety of social justice groups on and off campus. OPIRG aims to empower students and raise awareness for issues in our community.

VALUES OF OPIRG BROCK

OPIRG Brock is a consensus-based not-for-profit organization, which means that all decisions made at the board level use a discussion-based participatory model where all participants can come to a decision that works for them. The consensus model differs from many organizations, who traditionally use the majority rules vote-based method in making decisions.

Striving to work within an anti-oppressive framework, OPIRG Brock utilizes its Safer Space Policy as the guiding issue-based principles of the organization. By running for the Board of Directors, you are committing to upholding and enforcing the values outlined within the Safer Space Policy. Each of these positions have a support person to help the primary portfolio holder.

OPIRG Brock welcomes the contributions that individuals from marginalized communities bring to our organization, and invites Indigenous people, people of colour, poor and working-class people and those on social assistance, women, gays, lesbians, bisexuals, queer-oriented people; transgender, transsexual, intersex and two-spirit people; single parents, members of ethnic minorities, immigrants, people from non-academic backgrounds and people with disabilities to apply.

STRUCTURE OF OPIRG BROCK

OPIRG Brock is run by a volunteer operational board made up of 9 members. What this means is that each board member will have consistent working requirements, such as email communication and bi-weekly board meetings, as well as a specific portfolio that they are responsible for. The portfolios include Campus Relations, Community Relations, Finance, Communications, Human Resources, Action Groups, Board Facilitator, Policy, and Special Projects. While each of these portfolios are held primarily by one (1) board member, each role also has a support person to help manage/problem solve the responsibilities where necessary.

Each board member will receive training on Consensus Facilitation and Decision Making, Incorporating Anti-Oppression into our Activism, and specific transition training related to being on the Board of Directors. OPIRG Brock also hosts a Community Education Series, which offers a range of workshops on technical skills and issue-based topics, which will be provided to board members and the broader OPIRG community throughout the year.



OPIRG Brock Board of Directors Application Package



There are currently two (2) permanent staff at OPIRG Brock (Volunteer, Training, & Planning Coordinator; Professional Bookkeeper), with the goal of adding contract summer students in the future. The staff are relevant, as you will be responsible, with the other board members, to support and manage the staff members.

WHY BE AN OPIRG BROCK BOARD MEMBER?

Supporting campus & community activism

With a clear mandate of social, economic, and environmental justice, by working with OPIRG, you will always be plugged into what's going on with activism throughout Niagara.

One way we support activism is through our Action Group structure. An action group is a campus/community activism initiative that requires long-term support, and can be funded or non-funded. The Action Group application takes place over the course of September, and approved groups can access their budget until the end of August, the following year. In some cases, non-funded Action Groups have applied for status during a different time period.

Transferable Skills

By joining the OPIRG Board, directors are able to gain and practice a wide range of transferable skills, such as team building, staff management, and resource development. Additionally, the various portfolios and projects allow for skill-building in event planning, volunteer coordination, communication and design, and outreach. From using consensus decision-making to writing proposals to building thoughtful relationships to challenging privilege and problematic behaviour, these are all elements learned or improved up by engaging as a board member.

Ensuring a future for OPIRG Brock in Niagara

In February 2018, after the undergraduate referendum, OPIRG Brock lost its future guaranteed funding. With a bit of money to lean back on, OPIRG Brock can work with our new board and staff to ensure we maintain programming by strengthening our current ties with campus departments, clubs and organizations.



OPIRG Brock Board of Directors Application Package



BOARD PORTFOLIO DESCRIPTIONS

All Board Roles are responsible for

- Attending public board meetings, in-camera meetings, & the AGM
- If you can't attend a meeting, you must notify the board/staff as soon as possible and send perspectives on agenda points
- Maintaining communication norms (established at the beginning of the mandate)
- Using the communications channels to communicate with the board/staff: Google drive, Slack, Task-management system
- Answering emails regularly
- Regularly checking in with board buddy (explained in further detail at a future date)
- Understanding the budget & reimbursement processes
- Upholding all policies & representing the organization in public spheres
- Promoting OPIRG on social media (where available)
- Submit a final report on your board role and completed tasks before the AGM
- Attending OPIRG events, where possible
- Supporting in DisOrientation week and general event planning
- Attending board training/development meetings
- Going through Board Transition training, Anti-Oppression, Consensus Facilitation & Decision Training, and Minute Taking training
- Facilitating board meetings, taking minutes (accommodations are possible)
- For 1 or 2 months of the year, holding the position of Feedback & Concerns Liaison

ROLES

Community Relations

- Take an active role in supporting with programming, events, and campaigns
- Ensure all callouts are widely distributed amongst the relevant community outreach lists
- Advertise in community/city media and work with campus relations board member to work on publishing in campus media
- Attend other groups events/meetings and report back to the Board
- Be familiar with relevant budget lines (ex. Projects, One Time Events, etc.)
- Look into relationships with different Niagara groups/actions not already affiliated with OPIRG
- Attend necessary meetings of/with different Niagara groups/actions not already affiliated with OPIRG
- In collaboration with staff, work with existing or newly emerging groups in the region to build up skill-sets, capacities, and partnerships
- Read local community papers and contribute when possible

Provincial Board Representative

- Attend provincial board and AGMs with a staff member, and participate in all decisions and discussions at AGMs
- Research and report on all provincial issues
- Coordinate provincial campaigns to local campaigns (as presented)
- Represent local stance on union issues



OPIRG Brock Board of Directors Application Package



- Act as official spokesperson for OPIRG at the union and for the provincial office
- Maintain strong relations with other PIRGs – especially Carleton OPIRG
- Connect with “in need” PIRGS and offer support within capacity
- Provide any resources with other PIRGS as available
- Update board on what’s happening at other PIRGs

Human Resources (Staff)

- Plan and coordinate hiring evaluation and disciplinary procedures for OPIRG in accordance with the collective agreement (must be very familiar with docs)
- Sit on hiring committee and evaluation committee
- Update board on HR related issues
- Work in accordance with relevant board members to write and review job descriptions, evaluations and 4 month work plan
- Act as mediator when necessary
- Aware of staff’s hours, in accordance with work plan and review timesheets once a month
- At beginning of each semester, meet with staff members to establish campus-oriented component of a 4 month work plan

Board Facilitator

- Establish trainings (Anti-O, AODA, consensus, respectful workplace and conflict resolution, safe space, good employer) for Board
- Doodle maker & scheduling semesterly Board Meetings (2 per month, 1 per month in the summer) at the beginning of each semester
- Setting agenda
- Reviewing board roles when needed, or annually
- Act as mediator on board, delegate mediator if needed
- Establish minute taker and facilitator prior to each meeting
- Check in with other board members to ensure action items are being completed
- Ensuring new (and all) members sign contracts, are informed on policies and receive board binders

Treasurer

- Ensure regular budget reports with Finance and Admin Coordinator
- Be aware of current accounts and term deposits
- Advise Financial Director about board financial decisions – always be the contact person
- Have a full understanding of the OPIRG Brock budget structure, lines, and processes
- Assist in draft budget proposal and report for AGM
- Sign cheques
- Monitor and update and investigate student levies annually
- Ensure all accounting procedures are in accordance with the Incorporation Act – annual audits
- Bi-weekly meeting with associated staff member



OPIRG Brock Board of Directors Application Package



Campus Relations

- Take an active role in supporting with programming, events, and campaigns
- Act as the board representative on the Core Committee of the History of Activism project
- Meet with new executives of BUSU and the GSA – at least once a term
- Support with referendums (undergraduate & faculty-union based)
- Increasing collaborations with student unions on campus
- Meet with representative from administration every semester – if necessary
- Meet with members of other campus groups, in relation to collaboration, and/or updates, which may relate to OPIRG's mandate and report to board
- Collaborate on DisOrientation Week – be central member of organizing team or delegate task to another board member
- Attend relevant campus committee meetings
- Work with policy board member to formulate and propose policies relating to campus issues
- Ensure campus orientation events are advertised for OPIRG and Action Groups
- Be aware of changes on campus and establish opportunities for OPIRG to integrate
- Plan recruiting strategies on and off campus with media and outreach relations
- Be familiar with relevant budget line

Volunteer Liaison

- Maintain volunteer applications, online and hard copies
- Follow up with new volunteers to confirm receipt of applications
- Meet with volunteers to set up projects
- Weekly/bi-weekly check-ins with volunteers who are working on ongoing projects
- Report back to board updates on volunteer projects
- Help coordinate volunteering for DisOrientation Week
- Plan and organize orientation sessions for volunteers
- Coordinate tabling
- Work with campus relations to help outreach to increase volunteers

Special Project 1: Accountability Committee

- Research the different models of organizational accountability
- Coordinate the staff & board concerns schedule (who gets reported to each month)
- Act as the point person on any current community accountability processes (unless a returning board member is currently filling this role)
- Act as the point person for follow up on complaints/concerns
- Coordinate a public process for adding members to the committee (outreach and advertising)
- Work with committee on developing a resource for accountable organizing in city
- Work with the committee to develop a resource on addressing violent/problematic people in community organizing
- Create space for people to discuss past issues with OPIRG Brock and spaces for improvement



OPIRG Brock Board of Directors Application Package



Special Project 2: Grants, Fundraising, Policy, & Development

- Work with Planning Coordinator to research annual grant schedule
- Support in the writing and reviewing of grants
- Work with staff to coordinate fundraising events
- Work on and promote a community sustainership model
- Support with referendums (undergraduate & unions)
- Deal with all issues related to the building/opirg space/storage

Current Committees

- Communications & Media Relations
- Policy Development
- Constitutional Review
- DisOrientation Week 2019 Planning



OPIRG Brock Board of Directors Application Package



OPIRG BROCK Safer Space Policy

November 1, 2017 (Updated Summer 2018)

A – Summary

The intention of this Safer Space Policy is to combat homophobia, sexism, transphobia, gender policing, racism, classism, ableism, and other forms of oppression that threaten the physical or psychological well-being of individuals attending the meetings or events of OPIRG-Brock, as well as people participating in OPIRG Brock Action Groups or as volunteers, staff, or board members. OPIRG Brock recognizes that it is unrealistic that our spaces will be a truly safe space for all individuals, but believe it is the right of all individuals participating to be free of these forms of oppression and that our best efforts must be put into combating them.

B – Safer Space Frameworks

1. Safer Space Standards

All individuals attending OPIRG events must help to maintain a safer space by managing their own behaviour including but not limited to complying with the following guidelines:

1.1. Acknowledge Colonialism – Recognize that the land we currently organize on has been colonized (forcibly taken) from the Indigenous people of Turtle Island. Recognize that the violence of colonization is not confined to solitary events, but is an ongoing process that continues to impact Indigenous peoples. For example, Indigenous people and cultures face a continued push for erasure and assimilation and we challenge the Canadian nationalism that reinforces the celebration of colonization.

1.2. No Racism - Show respect for individuals of all races. Do not fetishize, dismiss or isolate people of colour. E.g., do not use racial slurs or stereotypes.

1.3. No Homophobia – Show respect for individuals of all sexual orientations. E.g., don't use the word 'gay' as an insult or use gay slurs.

1.4. No Transphobia – Show respect for individuals of all gender identities, gender expressions and gender performances. E.g., don't use words such as 'tranny' (unless using as a reclaimed word to describe yourself).



OPIRG Brock Board of Directors Application Package



1.5. No Sexism – Show respect for individuals or all gender identities and all gender expression. E.g., Don't use words such as 'slut' or 'bitch' (unless using as a reclaimed word to describe yourself). Remember that people of all genders can perform all tasks. Remember that there is nothing wrong with a person of any sex being 'feminine', 'masculine', or 'androgynous'.

1.6. No Classism – Show respect for individuals of all classes. E.g., be mindful of your class privilege and do not assume resources that are accessible to you are accessible to everyone.

1.7. No Ableism – Show respect for individuals of all abilities. E.g., do not assume what abilities a person has or does not have. Remember that not all disabilities are visible.

1.8. Practice Consent – Respect the boundaries and autonomy of others. E.g., Ask for consent before touching anyone. Accept 'no' for an answer. Do not pressure others to engage in behaviours that they are not comfortable with.

2. Updated Framework (2018)

2.1. Understanding of Anti-Oppression - Have background in anti-oppression and anti-racism training or must plan to attend such trainings as they are offered by community groups in conjunction with OPIRG Brock

2.2. Understanding of power & privilege - Acknowledge the deeply pervasive nature of white supremacist, cis, ableist, patriarchal and capitalist society – through exposure to both theory and community organizing, as well as lived experiences.

2.3. Understanding of Allyship - Understanding of the fluid nature of allyship, not a self-determined noun but a verb that can be assigned by a community and is not constant.

3. Policy Application

3.1. Individuals must comply with OPIRG Brock Safer Space Policy while attending all OPIRG events and meetings and while at any location owned or leased by OPIRG Brock. The Safer Space Policy will be read or otherwise displayed to individuals attending all public events, not including public meetings.

3.2. Compliance with the Safer Space Policy will be a mandatory requirement of OPIRG Brock Staff, Board Directors, Volunteers, and, Members.

3.3. Compliance with the Safer Space Policy will be a mandatory requirement of OPIRG Brock Action Groups to meet Action Group Status.



OPIRG Brock Board of Directors Application Package



C - Violations of Safer Space Policy

1. Reporting violations

1.1. It will be considered sufficient evidence that the behaviour occurred if a witness reports the potential violation directly to a board member, staff member, signing member of an action group (the individuals who are listed with contact info on application), or a volunteer of OPIRG-Brock.

1.2. In the case of sexual or physical violence only the type of violation must be reported (e.g., sexual harassment).

1.3. In the case of acts of prejudice or discrimination, enough details of the violation must be provided in order for the board to determine if it was sufficiently intentional, reckless, and/or severe.

1.4. All personal details and contact information of the person reporting the violation will remain confidential to the individual(s) the violation was reported to, the OPIRG Board, and the staff members (if applicable), unless otherwise expressed by the person reporting the violation.

2. Violations Immediately Resulting in Loss of Standing

An individual will be considered to no longer be in good standing with OPIRG Brock, and will be banned from all of OPIRG Brock's events, meetings, physical locations, action groups and general membership if they commit any of the following:

2.1. Sexual or physical violence including, but not limited to, sexual assault, physical assault, or sexual harassment.

2.2. Intentional or reckless and severe acts of prejudice or discrimination (as determined by the board).

3. Procedure for violation(s) of Safer Space Policy

3.1. If an individual violates this policy (not including the violations above) an OPIRG Board member, a staff member, or volunteer will discuss this violation with that individual at a time and location that OPIRG representative deems appropriate. If it is not apparent that the individual understands why their behaviour violates the policy this will be explained to them at that time.

3.2. Repeated violations will result in loss of standing with OPIRG-Brock at the discretion of OPIRG-Brock's Board of Directors.



OPIRG Brock Board of Directors Application Package



4. Procedure in the Case of Loss of Standing

4.1 OPIRG Brock will request a meeting with the individual who has lost standing, which will be attended by two members of the OPIRG Brock Board of Directors. If the individual refuses to meet in person the board may communicate with the individual by email instead.

4.2. Board members will indicate what led the individual to lose their standing (in a means that does not violate privacy of any survivor reports, can be limited to the type of violation e.g., racism/sexual harassment).

4.3. Board members will explain that the individual who has lost standing that they are no longer welcome at OPIRG events, public meetings, or physical locations (e.g., office space), and may no longer be a member of OPIRG-Brock or any of its action groups.

4.4. If a person has lost standing at OPIRG Brock, and attempts to join an active OPIRG Brock Action Group, this information, as well as the cause of lost standing, will be presented to the Action Group, and may impact their Action Group status.

4.5. Board members will provide individuals who have lost standing with educational resources related to the violation of the policy that the individual committed.

4.6. Any fees memberships paid by the individual for the current year will be refunded to the individual who has lost standing if they attend the requested meeting or provide a mailing address.