



OPIRG Brock 2022

BOARD OF DIRECTORS

Application Package



Hello! Thank you for your interest in one of the OPIRG Brock Board of Directors (BOD) positions available. There are currently 2 available director positions, with both student members and community members able to apply.

In order to apply for a BOD position, 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;
- 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;

OPIRG-Brock Board of Directors

Application Process

To apply for the Board, please complete the following steps:

- Complete the OPIRG Brock application form (next page of this package)
- Send email at opirgb@gmail.com as soon as possible with your name, pronouns, contact information, and answers to the questions below (point form/short paragraphs).
- Compose a profile (paragraph/list) that includes:
 - A description or snapshot of yourself (include name, pronoun(s), and any information you wish to share about your social location)
 - Why you would like to be on the OPIRG Brock Board of Directors
 - How you are suited for the position
 - Briefly detail your experience in environmental/social justice work (no longer than one paragraph, single-spaced). This will be used in online campaigning and promotion, should you be a candidate.
 - A photo of your choice, which is copyright free (does not have to be a picture of yourself).

Interested in joining the OPIRG Brock Board of Directors? Here are a few things to know before running for the board. Please read through this package for more information.



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I, _____ [PLEASE PRINT/ TYPE NAME] the undersigned, a member-in-good-standing of the Ontario Public Interest Research Group-Brock, accept nomination as a candidate for election to the Board of Directors. I understand and accept that the following conditions apply to my candidacy:

- All eligible candidates must have completed all relevant forms related to my OPIRG Brock membership by _____ INSERT DATE ;
- I have read, understood, and consented to OPIRG Brock's social, economic, and environmental justice mandate, Safer Space Policy, and other relevant OPIRG Brock policies, and commit to upholding these values throughout my mandate as a Board Director [PLEASE CHECK].

CANDIDATE E-SIGNATURE

LIST STUDENT, FACULTY,
or COMMUNITY MEMBER

DATE

EMAIL

*This form approved on _____ by the OPIRG-Brock Board of
Directors*

(For administrative use only)



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WHAT IS OPIRG BROCK?

Ontario Public Interest Research Group – Brock (OPIRG-Brock) is a campus and community based social, economic, 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.

Continuing to move in a direction where the governance of OPIRG Brock is directed by people from historically and currently marginalized and targeted communities, we encourage Board applications from Indigenous peoples, Black peoples, peoples of Colour, peoples with various gender expressions, presentations and identities, peoples with various sexual orientations, disabled peoples/peoples with disabilities (visible and invisible), peoples navigating mental health concerns (diagnosed and undiagnosed), addiction(s), and/or navigating recovery processes, peoples with no and/or precarious immigration status, survivors of/peoples with experiences of sexual violence, domestic violence, stalking, emotional abuse, ritual abuse, or physical abuse, poor people/low-income peoples, peoples with no and/or precarious housing, sex workers, peoples who use drugs, incarcerated peoples and peoples with criminal records, pregnant peoples, parents, and caregivers, fat peoples, peoples across age cohorts, and peoples from a wide range of cultural and faith backgrounds.

As the position of Board Director is a volunteer position, it inherently comes in conflict with the fundamental principle of compensating people for their efforts and time. OPIRG Brock strives to provide Board Members with sufficient training and support in building their transferable skills, as well as networks and relationships that can be utilized in organizing outside of OPIRG Brock or in future employment/volunteer opportunities. The team at OPIRG Brock also works to support Board Directors' other social, economic, and environmental justice initiatives being worked on by Board Directors, and provide access to OPIRG Brock resources via a Board Directors' OPIRG Brock membership. Furthermore, in meeting the requirements of a Board of Directors, Board Members are able to access a reference letter/contact for use in future opportunities. The team at OPIRG Brock continues to work to develop further opportunities and means of compensating Board Directors for their time, alternative to remuneration.



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STRUCTURE OF OPIRG BROCK

OPIRG Brock is run by a volunteer operational board made up of seven (7) members. What this means is that each board member will have consistent working requirements, such as email communication and monthly board meetings, as well as a specific portfolio that they are responsible for. The portfolios include Provincial Liaison, Human Resources, Board Facilitator, Finance/Treasurer, Volunteer and Partnerships Liaison, Fundraising & Grants, Policy, and Communications and Media Relations. 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 specific transition meetings and training related to being on the Board of Directors (ex. Consensus Facilitation and Decision Making, Incorporating Anti-Oppression into our Activism).

There are currently two (2) staff members at OPIRG Brock (Volunteer, Training, & Planning Coordinator; Professional Bookkeeper). OPIRG Brock staff members are ex-officio members of the OPIRG Brock Board (meaning that they are on the Board because they are staff, but they do not have the same decision-making authority because board decisions will affect their work).

OPIRG BROCK MEMBERSHIP

In order to run for a position on the Board, you need to be a member-in-good-standing of OPIRG Brock, as outlined in the OPIRG Brock Membership Policies. These policies and all membership forms are available on the OPIRG Brock website (listed under Membership).

Organizations (listed as Action Groups on our Patreon) and Businesses who hold memberships are not eligible to apply for one of the positions.

WHY RUN FOR THE OPIRG BROCK BOARD OF DIRECTORS?

Supporting campus & community activism

With a clear mandate of social, economic, and environmental justice, by working with OPIRG Brock, you will always be plugged into what's going on with activism throughout Niagara. Through OPIRG Brock projects, such as the DisOrientation Guide to Niagara and the Niagara Skills Network, we are working to ensure an expanding network of connections across the region.

Transferable Skills

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



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Ensuring a future for OPIRG Brock in Niagara

In February 2018, after the undergraduate referendum, OPIRG Brock lost its future guaranteed funding. Since then, the team at OPIRG Brock has been working on various sustainer and fundraising efforts to ensure the future of the organization. By being on the Board of Directors, you are part of the core team working to ensure we are able to maintain and expand our programming, partnerships, and resources that will allow us to continue to serve the Niagara region.

BOARD PORTFOLIO DESCRIPTIONS

IMPORTANT NOTE BEFORE READING THE BOARD PORTFOLIOS

1. **Being on the Board is about learning, not already knowing:** It is important to note that the following Board Portfolios and Committees have been taken from the OPIRG Brock training and transition documents. You are NOT expected to already know how to do these tasks before joining the Board. All you need is a willingness to learn. If you are equipped with some of these skills ahead of time, great, but not having them should not be a barrier to applying for the Board.
2. **Primary Person & Support Person:** For each portfolio, one Board member takes on the primary role, and then is supported by one or more Board members, deemed the "Support Person".
3. **Staff Support:** For all of the Board Portfolios, Board members receive support through the efforts of the OPIRG Brock staff members. Staff members hold a lot of the institutional knowledge, and as such are able to help with answering questions, planning, and problem solving.
4. **Every year looks a bit different:** OPIRG Brock has varying priorities each year, and as such not every task listed under each portfolio is required to complete each year.
5. **Ask questions & communicate:** The team at OPIRG Brock encourages asking as many questions as possible before assuming you can't do something.

All Board Roles are responsible for

- Upholding all OPIRG Brock policies
- Signing an OPIRG Brock Confidentiality Agreement
- Hold a minimum of one OPIRG Brock Board Portfolio (Role)
- Chairing and participating in a minimum of one OPIRG Brock Board and/or project committee
- Participating in the OPIRG Brock Anti Racism Action Plan committee, through sitting on the committee and/or doing the work outlined by the committee for the Board, staff, and volunteers
- Have a full understanding of the OPIRG Projects (current and recent past)
- Participate in one or more of the OPIRG Projects, where you have capacity
- Supporting with and attending OPIRG events, where possible
- Attending public board meetings, in-camera meetings, relevant committee meetings, & the AGM
- If you can't attend a meeting, must notify as soon as possible and send perspectives on agenda points
- Facilitating board meetings, taking minutes, preparing and giving land acknowledgements (accommodations are possible)
- Attending Board training/ development meetings



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- Reading through all Board transition and training documents and asking questions (when you have them)
- Attending Board transition meetings and training (ex. consensus facilitation and decision-making training, minute-taking training, etc.)
- Maintaining internal communication norms (established at the beginning of the mandate)
- Using the communications channels: Google drive, Slack, Signal
- Answering emails regularly and maintaining email response norms (ex. reply to proposals within 48 hours)
- Understanding the budget, financial timelines, & reimbursement processes
- Representing OPIRG Brock in public spheres
- Promoting OPIRG on social media (where available)
- When you attend other groups events/ meetings, report this back to the Board
- 1 or 2 months of the year, holding the position of Feedback & Concerns Liaison
- Participating in community events/ groups, and connecting/ promoting OPIRG Brock, where applicable
- Regularly checking in with your board buddy (another member of the Board who you check in with if you have questions or need updates. Randomly selected at the Board transition meeting)
- Supporting Staff with policy development, as it applies to your Board portfolio/committee
- Participate in the weekly OPIRG Brock team and/or Provincial drop-in co-work sessions, when provided and you feel coworking would be helpful

INDIVIDUAL PORTFOLIOS (ROLES)

Provincial Board Representative

- Attend provincial board and AGMs with a staff member, and participate in all decisions and discussions at AGMs
- Understanding of the OPIRG Provincial Bylaws and procedures
- Understand the funding relationship between OPIRG Provincial and the chapters
- Participate in at least one Provincial Collective (Finance, Internal, or Chapter Support)
- Report on, and present Provincial proposals to OPIRG Brock Board
- Write and present the OPIRG Provincial update for the OPIRG Brock AGM & Annual Report
- Update board on what's happening at other PIRGs (especially on projects or topics relevant to our PIRG)
- Coordinate provincial campaigns to local campaigns (as presented)
- Represent local stance on union issues (in collaboration with the HR Portfolio)
- Maintain strong relations with other PIRGs
- Connect with "in need" PIRGS and offer support within capacity
- Provide any resources to other PIRGS as available
- Participate in OPIRG Provincial Collective Bargaining on the employer side (if you are interested/ available and it's in a bargaining period)

Human Resources (Staff Relations)



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- Have a regular schedule of check-in meetings with the OPIRG Brock staff
- Understanding of the CUPE 1281 OPIRG Collective Agreement and parts applicable to the Board of Directors' staff management and relations
- Be aware of any timelines related to layoffs, evaluations, severance, collective bargaining, etc.
- Be aware of the Staff and OPIRG Brock Bookkeepers general work schedule and vacation schedule/ when they will or will not be available
- Update board on HR related matters/ issues
- Work in accordance with relevant board member to write and review job descriptions, evaluations
- Work with the OPIRG Brock staff to develop and check-in on a 4-6 month work plan
- Aware of staff's hours, in accordance with work plan and review timesheets once a month
- Every 4-6 months, set up a meet with staff members to establish campus-oriented component of a 4 month work plan
- Act as mediator, when necessary
- Write and present the OPIRG Brock HR update for the OPIRG Brock AGM & Annual Report
- When applicable:
- Plan and coordinate any hirings, evaluations, and/or disciplinary procedures for OPIRG Brock in accordance with the collective agreement
- Sit on all hiring committee and evaluation committee, unless there is a conflict of interest

Board Facilitator

- Maintaining inbox for opirgb@gmail.com (make sure new emails remain unread and are sorted into the relevant folder)
- Ensure there is a bounceback email set up in the Board account (to ensure someone contacting the Board receives a response)
- Ensure entire Board understands the login and procedures for the Board email, and update these when needed
- Understanding of the Board procedures and policies related to consensus decision making and facilitation
- Support for the other Board members when taking on other/ new responsibilities (ex. meeting facilitation)
- In collaboration with the OPIRG Brock staff, ensure new (and all) Board members sign any relevant contracts, OPIRG Brock Confidentiality Agreements, and receive board binders
- Setting up the agendas for Public Board meetings
- Establish facilitators, minute-taker, and mood-minder/timekeeper prior to each meeting
- Doodle maker & establish a semesterly schedule of Public Board Meetings (minimum of 1 per month)
- Support with setting up any additional Board meetings needed, where necessary
- Reviewing board roles when needed, or annually
- Write and present the OPIRG Brock Board work update for the Write and present the OPIRG Brock AGM & Annual Report



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- Act as mediator on board, delegate mediator if need

Treasurer/ Finance

- Contact person for OPIRG Brock Bookkeeper
- Signing authority position (signing cheques, when needed)
- Understand and maintain the finance schedule for the Board of Directors (levy deposits, audits, etc.)
- Chair of the OPIRG Brock Finance Committee (meet a minimum of once per month)
- Member of the OPIRG Brock Fundraising & Grants Committee
- Ensure regular budget are presented at the regular Public Board Meetings
- Be aware of current accounts, budget lines, and deposits
- Have a full understanding of the OPIRG Brock budget structure, lines, and processes
- Assist in draft budget proposal and report for AGM
- Monitor and update and investigate union levies annually
- Ensure a log of expense forms is maintained and up-to-date
- Write and present the OPIRG Brock Board finance update for the OPIRG Brock AGM & Annual Report

Fundraising & Grants

- Chair of the OPIRG Brock Fundraising & Grants Committee (many jobs listed under this portfolio can be supported by the OPIRG Brock Fundraiser & Grants Committee)
- Member of OPIRG Brock Finance Committee
- Ensure regular fundraiser and grants updates presented at the Public Board Meetings
- Understand the operations and details of the agreements between OPIRG Brock & CUPE 4207
- Understand the operations and details of the OPIRG Brock sustainer programs: Memberships, and Patreon
- Support OPIRG Brock staff with updating and the OPIRG Brock sustainer programs
- Ensure memberships are continually advertised & payments are followed up on
- Track monthly amounts brought in by the memberships monthly
- Ensure all Patreon perks are delivered
- Expand Patreon perks where possible
- Work with staff and committee to plan and promote fundraiser events
- Work with staff and committee to plan and promote regular raffles
- Ensure OPIRG Brock members are able to access their complimentary raffle tickets
- Work with the staff and Partnerships & Volunteers Liaison to look into financial sustainer relationships or referendums (ex. with labour union and member-based organizations)
- Write and present the OPIRG Brock fundraising & grants update for the OPIRG Brock AGM & Annual Report

Partnerships & Volunteers Liaison

- Chair of the Niagara Free Store Committee
- Board liaison for NSN Project committee
- Member of the OPIRG Brock Communications Committee
- Be aware of all of the OPIRG Brock's community and campus partnerships, (recent)



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past and present

- Be aware of all of the OPIRG Brock's programming and events, (recent) past and present
- Be familiar with relevant budget lines (ex. Programming)
- Be community and campus partners' contact person for the Board of Directors (in addition to them working with the staff)
- Be an active member in the team developing the Niagara Skills Network
- Advertise in community/ city media and work with campus relations board member to work on publishing in campus media
- When needed, attend necessary meetings of/ with different Niagara groups/ actions not already affiliated with OPIRG Brock (or delegate this task to another Board member or staff)
- When needed, work with staff and Volunteer Liaison to attend/ support meetings related to post-secondary placement opportunities
- Be volunteers' and placement students' contact person for the Board of Directors (in addition to them working with the staff)
- Communicate with volunteer(s), when necessary
- Support staff with the following volunteer processes, when needed:
- Ensure volunteers are provided with the relevant information for becoming an OPIRG Brock member
- Co-write, review, and approve the annual volunteer application form, volunteer job descriptions
- Report back to board updates on volunteer projects
- Coordinate volunteering schedules for OPIRG Brock events (ex. Free Store)
- Plan and organize orientation sessions for volunteers
- Developing and disseminating a volunteer outreach campaign
- Write and present the OPIRG Brock Board partnerships, volunteers, & placement students update for the OPIRG Brock AGM & Annual Report

Communications & Media Relations

- Chair of the Communications Committee
- Work with the staff to develop and maintain website and social media accounts: Facebook, Instagram, Twitter
- Support with graphic design needs of OPIRG Brock and Action Groups, when needed
- Support with social media campaign development related to the follow topics:
 - Fundraising & Sustainership programs
 - Programming announcements (Niagara Free Store, NSN workshops, etc.)
- Review website every 2 months to check for outdated information, and send needed edits to staff
- Makes sure the website and email payment schedule is up-to-date
- Make sure OPIRG Brock events/ actions are published on social media and in local media, including press releases and PSAs
- Advertise in community/ city media and work with campus relations board member to work on publishing in campus media
- Media spokesperson, when needed
- Be familiar with relevant budget lines (ex. Website, Marketing, Printing, etc.)



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- Organize and maintain a photo database
- With the staff, draft and present an updated Communications, Social Media, and Media policy for OPIRG Brock
- Write and present the OPIRG Brock Board communications update for the OPIRG Brock AGM & Annual Report



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COMMITTEES

Committee 1 - Finance Committee

- Includes the OPIRG Brock Bookkeeper, OPIRG Brock Staff member, OPIRG Brock Finance Portfolio, Grants & Fundraiser Portfolio, and any other Board member who is interested/ has capacity
- Meets monthly before the Public Board Meetings
- Reviews and stays up to date on budget, and expense form logs
- Stays up to date on requirements for reporting to the Canadian Revenue Agency (CRA) (including sending in list of Board members)
- Maintains the financial schedule and supports Bookkeeper with filing necessary paperwork (ex. audits)
- Review monthly Deposits/ Fundraising Report that will be presented Public Board Meetings
- Follows up on ensuring finances from programming proposals are followed up on

Committee 2 - Communications & Marketing Committee

- Collaborates with the Fundraising & Grants committee & the Partnerships & Volunteers Liaison on the OPIRG Brock Volunteer Committee
- Understand how the OPIRG Brock emails are linked with OPIRG Brock website
- Work with the staff to develop and maintain website and social media accounts
- Understand the renewal timeline and process for website and emails
- Work with the staff to develop a regular posting schedule and participate in the posting schedule
- Write promotions for events/ actions on social media and in local media, including press releases, online calendar updates, and psas
- Read campus and regional media every week and report to board on relevant items
- Write articles for media, where available
- Drafts public statements and sends them to the Board for approval, and then publishes public statements and solidarity letters, as needed
- Appoints a Media Relations spokesperson, where needed
- Be familiar with relevant budget lines (ex. Website, Marketing, Printing, etc.)
- Develop new promotions and social media ideas
- Work on updating the DisOrientation Guide, when applicable
- Make sure other groups' events are promoted through OPIRG's accounts
- Write and present the OPIRG Brock communications update for the OPIRG Brock AGM & Annual Report

Committee 3 - Accountability Committee

- Important notes:
 - This committee should not include the OPIRG Brock staff (they can be consulted on certain matters, where applicable)
 - If a committee member has a Conflict of Interest with a matter brought forth to the Committee, they will not take an active role in the organizing components of that matter
- Understand the two frameworks of accountability that happen within OPIRG Brock
 - Accountability Processes - Formal processes needed as follow up to receiving an Incident Report, a concern/complaint, or a piece of feedback



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- accountability politics - Commitment to our core mandate of social, economic, and environmental justice and what it means to put that into action (ex. Anti Racism Action Plan)
- Understanding of the CUPE 1281 OPIRG Collective Agreement and parts applicable to staff management in the areas of employer follow up on discipline
- Maintain list of individuals and organizations banned from OPIRG Brock
- Annually review (and update when needed) the Safer Space Policies and Procedures
- Annually review (and update when needed) the OPIRG Brock Conflict of Interests Policies and Procedures
- Develop any additional policies or procedures needed related to follow up on a matter before the committee
- Coordinate the Feedback & Concerns Liaison schedule (who gets reported to each month)
- Receive OPIRG Brock incident reports and concerns and follow up accordingly
- Ensure all details of Incident Reports, concerns/complaints, or feedback remain as confidential as needed and specified by the individual bringing forth the information
- Hold in-camera meetings to discuss and follow up on Incident Report, concerns/complaints, or feedback, where needed
- Bring forth updates and/or proposals to the Public Board Meetings related to follow up steps on an Incident Report, concerns/complaints, or feedback, where needed
- Act as the liaison for communicating with individuals and organizations implicated in Incident Reports or concerns/complaints, including receipt of information and follow up steps
- In the case the committee and/or Board decides to offer a list of resources to a person or organizations implicated in an Incident Report or concern/complaint, curate and send this list
- In the case the committee and/or Board decides to offer a follow up meeting to a person or organizations implicated in an Incident Report or concern/complaint, send a minimum of one committee member to this meeting (ideally a minimum of 2 people)
- In the case a matter before the Committee or Board requires consultation with a lawyer, act as the liaison between the Board and the lawyer
- Document steps for follow up on an Incident Report, concerns/complaints, or feedback
- A minimum of once per year, offer a public online space or event that is gives the membership and broader community space to bring forth past or present concerns or feedback related to OPIRG Brock
- Ensure the OPIRG Brock website has up to date information on how to connect with the Feedback & Concerns Liaison
- Ensure the OPIRG Brock website has up to file an Incident Report, complaints/concerns, or feedback
- Write and present the OPIRG Brock Board Accountability update for the OPIRG Brock AGM & Annual Report

Committee 4 - Anti Racism Action Plan

- Understand the two frameworks of accountability that happen within OPIRG Brock
 - Accountability Processes - Formal processes needed as follow up to receiving an Incident Report, a concern/ complaint, or a piece of feedback



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- Accountability Politics - Commitment to our core mandate of social, economic, and environmental justice and what it means to put that into action (ex. Anti Racism Action Plan)
- Review and further develop the current OPIRG Brock Anti-Racism Action Plan (first formal Action Plan will be presented at the 2020 OPIRG Brock AGM)
- Set up Board, Staff, & Volunteer Anti-Racism Resource Review and Training Schedule
 - Can include setting up trainings for the Board, Staff, & Volunteer (either free trainings that already exist online, setting up new training, or working in collaboration with other community groups)
 - Can include regularly sending out resources that need reviewing
 - Can include hosting discussion spaces to debrief the resources sent out
- Ensure components of the Action Plan that includes resources for the community widely publicized (ex. Anti-Racism & Decolonial Fund Budget Line) and sent to local groups/ people who could promote it more broadly or benefit from those resources
- Review all OPIRG Brock projects and partnership to assess how they interact with the values of the OPIRG Brock Safer Space Policy and Anti Racism Action Plan. For each project and partnership, please document
 - Where and how things are working well and partnerships are established/ being developed
 - Where and how things are going poorly and partnerships have yet to be established/ being developed
- If the Board composition hosts more white people/settlers than Black people, Indigenous people, or People of Colour, immediately start the process internal review to assess the barriers or issues for people getting involved
- Prior to updating the the Anti Racism Action Plan each year, host a public space or event to receive feedback on barriers for being involved in OPIRG Brock
- Write and present the OPIRG Brock Anti-Racism update for the OPIRG Brock AGM & Annual Report

Committee 5 - Grants & Fundraising Committee

- Collaborates with the Communications & Marketing committee & the Partnerships & Volunteers Liaison on the OPIRG Brock Volunteer Committee
- Meet a minimum of once per month, and more frequently if organizing a fundraiser and is needed
- Understand the operations and details of the OPIRG Brock sustainer programs: Memberships, Patreon, and Community Connect Discount Card
- Support OPIRG Brock staff with updating the OPIRG Brock sustainer programs
 - Ensure memberships are continually advertised and payments are followed up on
 - Track monthly amounts brought in by the membership fees
 - Ensure all Patreon perks are delivered
 - Expand Patreon perks where possible
 - Keep up-to-date contracts with businesses participating in the Community Connect Discount Card
- Support with the advertising and outreach strategy for the Community Connect Discount Card



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- Plan and promote fundraiser events (ex. OPIRG Brock Community Market)
- Work with staff and committee to plan and promote regular raffles
- Ensure OPIRG Brock members are able to access their complimentary raffle tickets
- Develop an annual grant schedule and application work plan
- Support in the writing and reviewing of grants
- Discuss feedback on past grants and update grant documents accordingly
- Work with the staff and Partnerships Liaison to look into financial sustainer relationships or referendums (ex. with labour union and member-based organizations)
- Research potential sponsorship opportunities (ex. Lion's Club, Rotary)
- Write and send sponsorship letters for OPIRG Brock projects
- Write and present the OPIRG Brock grants and fundraising update for the OPIRG Brock AGM & Annual Report