

RUN FOR THE OPIRG BROCK BOARD OF DIRECTORS!



OPIRG Brock Board of Directors Nomination Package

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Hello! Thank you for your interest in serving on the OPIRG Brock Board of Directors (BOD). There are currently 5 positions available. Both student members and community members are encouraged to apply. **Please read to the end of this document and ensure you fill out the application in full.** In order to run for a Board position, you must be an OPIRG Brock member in good standing, meaning that:

- You have received a 2024-2025 OPIRG Brock membership confirmation email no later than September 23rd, 2024;
- You have not been removed from OPIRG Brock's membership list due to violations of the OPIRG Brock Safer Space Policy or any other governance documents.

What is OPIRG Brock?

OPIRG (Ontario Public Interest Research Group) Brock is a member-based nonprofit organization that works at both Brock and across the Niagara region. We work with students, service providers, community members, labour unions, artists, and activists to connect people to campus and community activism & services through social, economic, and environmental justice projects and initiatives.

Guided by the principles outlined in our [Safer Spaces Policy](#), decisions and meetings at OPIRG Brock are facilitated following participatory consensus frameworks. Consensus models differ from the traditional majority rules, vote-based method used by many organizations in making decisions. Our work and projects include the Niagara Free Store, the Anti-Racism Sponsorship Fund, the DisOrientation Guide to Niagara, and providing resources to other groups across the region. **Here are some more resources to learn more about our work:**

- [Our Projects](#)
- [OPIRG Brock Annual reports](#)
- [OPIRG Brock Constitution](#)



OPIRG Brock Board of Directors Information Package



What does the OPIRG Brock Board of Directors (BOD) do?

The Board of Directors is one of the core teams making OPIRG Brock's work happen. Here are the basics you need to know if you're thinking about joining the BOD:

- The Board is made up of a maximum of 7 volunteers who are OPIRG Brock members-in-good-standing
- Board members serve 2 year terms, and can re-run for a second term if they choose (max 4 years)
- Each Board Member holds one board portfolio that relates to the operations and governance of the organization. The portfolios include:
 - Board Facilitator
 - Staff Liaison
 - Provincial Liaison
 - Finance/Treasurer
 - Fundraising & Grants
 - Communications and Media Relations
 - Community Partnerships Liaison
- Board members volunteer anywhere from 2-10 hours of work per week during their term
- Board members are expected to attend a monthly Public Board meeting, and relevant committee meetings
- The OPIRG Brock Board of Directors are the employer body for the OPIRG Brock staff and liaise with CUPE 1281 union local
- OPIRG Brock is represented at Ontario PIRG Network Board by a chapter board member

Why run for the OPIRG Brock Board of Directors?

- Provide ongoing support to campus & community activist initiatives
- Expand your transferable skills that you can use on future jobs and opportunities, such as:
 - A hands on understanding of the day-to-day of a non-profit
 - Team building tools and workflow systems
 - Financial literacy and management
 - Fundraising planning and grant writing
 - Human relations and working with labour unions
 - Meeting facilitation and minute taking
 - Resource development and publications
 - Governance models and policy literacy, development, and implementation
 - Event and project planning
 - Volunteer coordination
 - Communications - graphic design, media trainings, outreach promotions
 - Conflict navigation and building practical transformative justice strategies
- Develop a network of contacts across the province and country which helps with future job opportunities, sharing templates, and cross-city networks of solidarity
- Ensure sustainability for OPIRG Brock's work in Niagara into the future

Other key things to know!



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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, but if you do know how to do some of them already, great!
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 year-by-year, and as such not every task listed under each portfolio is required at all times.
5. Ask Questions & Communicate: The team at OPIRG Brock encourages asking as many questions as possible before assuming you can't do something.



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How to Apply to the Board of Directors

- Ensure you are registered as a 2024-2025 OPIRG Brock member** (if you are not currently an OPIRG Brock member, [please complete the membership registration form](#) no later than September 23 @ 11:59pm)
- Complete and submit this OPIRG Brock Board application form by **September 14, 2024 at 11:59pm** to opirgbrockcro@gmail.com with your name, pronouns, contact information, and answers to the questions below (point form/short paragraphs).
- Compose a profile (paragraph/list) that includes:
 - A personal bio (including 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
 - Briefly detail your experience in environmental/social/economic 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).

I, _____ [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 (please check):

- All eligible candidates must have completed all relevant forms related to my OPIRG Brock membership by September 14 @ 11:59pm.
- Nominees will be reviewed at the September Public Board Meeting by the Ad Hoc Members Committee
- 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.

CANDIDATE E-SIGNATURE

LIST STUDENT, FACULTY,
or COMMUNITY MEMBER

DATE

EMAIL



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Board Member Responsibilities

All Board Members are responsible for the following ongoing tasks:

- Attend the monthly Public Board meetings, the OPIRG Brock Annual General Meeting, and relevant processes
- Attend and participate in board training/development and team support such as check-ins, co-works, OPIRG Provincial collaboration spaces, etc.
- Write and present relevant reports for the OPIRG Brock AGM
- Hold a minimum of one OPIRG Brock Board Portfolio (Role)
- Hold the position of Feedback & Concerns Liaison for 1-3 months per year
- Participate in the OPIRG Brock Anti Racism Action Plan committee
- Participate in and uphold responsibilities outlined in the Ontario Non-profits Corporation Act, the Canadian Revenue Agency, CUPE Local 1281, and all other legal agreements that apply to OPIRG Brock
- Have a working understanding of OPIRG Brock projects, processes, timelines, policies, protocols, as well as key documents and platforms
- Work on relevant policy updates and development for your portfolio
- Maintain internal communication norms. This work includes, but is not limited to, using the following platforms: Google Drive, Slack, Signal, Asana, Zoom, Bitwarden, ProtonMail, etc.
- Promote OPIRG on social media and to your networks, where possible
- Participate in OPIRG Brock programming, community events & groups, and connecting OPIRG Brock, where possible
- Participate in the annual review of board roles
- Develop financial literacy related to the OPIRG Brock budget, fundraising systems, and portfolio-specific budget lines



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Individual Board Portfolios (Roles)

Board Facilitator

- Schedule and coordinate monthly Public Board Meetings (minimum of 1 per month) and any additional Board meetings as necessary
- Ensure all Board members sign any relevant contracts, OPIRG Brock Confidentiality Agreements, and receive relevant onboarding materials
- Ensure team members are aware of the policies, protocols, resources, and materials available to them and how to use them
- Support other Board members with roles and responsibilities (e.g. meeting facilitation)
- Maintain the OPIRG Board of Directors inbox and online cloud system
- Ensure understanding of Board email login procedures, and update these when needed
- Act as mediator on board, or delegate mediator if need
- Maintain and update the OPIRG Brock policy database and archive with the Staff Liaison and staff member(s)
- Work with the OPIRG Brock team to review and maintain the OPIRG Brock archives and files

Staff Liaison (Human Resources)

- Regular check-in meetings with OPIRG Brock staff
- Understand, uphold, and enforce the requirements outlined in the CUPE 1281-Ontario PIRG Network Collective Agreement
- Plan and coordinate hirings, evaluations, and/or disciplinary procedures for OPIRG Brock in accordance
- Work with the OPIRG Brock staff to develop consistent work plans and related systems
- With the Board Facilitator and staff members to maintain and update the OPIRG Brock Policy database and archive
- Maintain a general work/vacation schedule noting Staff availability
- Update board on HR related matters/ issues
- Support Staff in keeping track of hours, in accordance with work plan
- Monthly review of staff timesheets
- Liaise with CUPE 1281
- Respond to calls for employer participation and/or feedback coming from the OPIRG Provincial Network
- Participate in OPIRG Provincial Collective Bargaining on the employer side (as interested/necessary)
- Act as mediator, when necessary



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Provincial Board Representative

- Attend and participate in OPIRG Provincial Annual General Meetings and Public Board Meetings as the OPIRG Brock Board Representative
- Liaise between the OPIRG Brock Board and the OPIRG Provincial Network
- Participate in at least one OPIRG Provincial Collective or coordinate with another Board member to fulfil this role
- Update board on what's happening at other PIRGs (especially on projects or topics relevant to our PIRG)
- Ensure the OPIRG Brock Board is up-to-date on the resources, timelines, initiatives, and events being organized by OPIRG Provincial
- Understand and uphold the OPIRG Provincial Bylaws and procedures
- Liaise with other PIRG chapters as necessary
- Ensure the OPIRG Brock Board of Directors understands the funding relationship between OPIRG Provincial and the chapters

Treasurer/Finance

- Be the primary Board Contact person for OPIRG Brock Bookkeeper
- Hold a signing authority position (signing and delivering cheques, when needed)
- Provide a monthly finance update report at the Public Board meeting
- Understand, uphold, and enforce the financial requirements outlined in the CUPE 1281-Ontario PIRG Network Collective Agreement
- Chair the OPIRG Brock Finance Committee & coordinate monthly meetings
- Sit on the OPIRG Brock Fundraising & Grants Committee
- Ensure the Board of Directors understands the OPIRG Brock budget structure, lines, and processes
- Maintain the finance schedule, processes, and tracking systems
- Support staff in writing financial policy

Fundraising & Grants

- Chair the OPIRG Brock Fundraising & Grants Committee and organize the monthly meeting
- Member of OPIRG Brock Finance Committee
- Ensure the Board of Directors understands the OPIRG Brock revenue sources, timelines, and processes
- Maintain the fundraising schedule, processes, and tracking systems
- Work with staff and Fundraising Committee to plan and support OPIRG Brock revenue initiatives - memberships, contracts, corporate contributions, donations, sponsorships, web sustainer platforms, fundraiser items & events
- Review and update the grants application database
- Support with applicable grant applications
- Maintain the OPIRG Brock communication and tracking systems



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- Understand the operations and details of the agreements related to OPIRG Brock's fundraising efforts

Communications & Media Relations

- Chair the Communications Committee and schedule regular meetings
- Develop and maintain website and social media accounts
- Develop, maintain, and execute the OPIRG Brock Annual communications calendar and processes
- Review and update website content as needed
- Support with graphic design needs of OPIRG Brock and Action Groups
- Support with outreach and promotional campaign development for OPIRG Brock services, campaigns, and other initiatives
- Implement and execute media strategy
- Hold media spokesperson role and/or liaise with another board member to fulfil the role
- Ensure the Board of Directors understands the OPIRG Brock communications platforms and processes
- Organize and maintain a photo database

Partnerships & Volunteer Liaison

- Chair the Niagara Free Store Committee
- Sit on the OPIRG Brock Communications Committee
- Sit on the OPIRG Brock Fundraising & Grants Committee
- Maintain the OPIRG Brock Projects, Partnerships, & Action Groups Database and liaison systems
- Attend necessary meetings for different Niagara groups/actions not already affiliated with OPIRG Brock or work with another team member to fill the role
- Liaise with volunteers and placement students and report back at the monthly Public Board Meetings
- Understand OPIRG Brock's programming, timelines, partnerships, and events
- Ensure the Board of Directors understands volunteer, partnerships, and Action Group protocols and updates
- Ensure the volunteers, partnerships, and Action Group understand the protocols and services that apply to them
- Develop and disseminate a volunteer outreach campaign, annual programming schedule, and regular partnership updates
- Support in training and onboarding volunteers and placement students