



The Alberta Public Interest Research Group



ALBERTA PUBLIC INTEREST RESEARCH GROUP

Board Member Elections 2017

NOMINATION PACKAGE

APIRG ELECTIONS OFFICE

DECEMBER 2016 - MARCH 2017



The Alberta Public Interest Research Group

Welcome to the 2017 APIRG Board Member Elections! As the Chief Returning Officer, I'm pleased that you're considering serving on the Board and getting involved with a truly great student institution. I will be presiding over the election procedures in accordance with regulations set by the APIRG Board.

This Nomination Package is your guidebook to participating in the election. It includes the following documents:

- an overview of APIRG
- a description of the roles and responsibilities expected of Board members
- a nomination form
- a signature sheet
- a candidate information sheet

It is your responsibility to complete your **nomination form** and make sure it is received in the APIRG office **before 5:00pm on Friday, February 17, 2017**. No nominations will be accepted after this deadline. If you encounter any problems, please feel free to contact me before the deadline.

In tandem with the Students' Union elections, APIRG will continue to use an online voting system. Undergraduate students can vote from home or any computer on campus, using their campus computing ID. I do encourage you to get familiar with the system and encourage your fellow students to vote. Contact me if you have any questions regarding it. Polling stations will



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still be set up across campus to facilitate student voting. Community members will also be able to vote by coming into the APIRG office or by contacting me directly to receive a voting ID.

My primary responsibility is to ensure a fair and efficient election. Please feel free to contact me with any questions or concerns. My office hours will be posted in the APIRG office or I am available by email at any time. You are also more than welcome to stop by the office and chat with the staff and current Board members.

Please consider encouraging friends and classmates who might be interested in getting involved with APIRG to participate in the election as candidates or volunteers. It's a great way to develop skills, get involved in the campus community, build connections and most importantly, participate in creating a culture of positive social change in Alberta!

2017 APIRG Chief Returning Officer

cro@apirg.org



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WHAT IS APIRG?

The Alberta Public Interest Research Group (APIRG) is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

What does APIRG do?

APIRG is the Alberta PIRG (Public Interest Research Group). PIRGs are student-funded, student-run, and community-minded. They are democratic, independent, non-partisan, and non-profit to ensure that students are able to work on issues of importance to them without fear of censure.

APIRG supports student education, advocacy, and action initiatives by providing funding and support to student working groups and individuals. We provide the administrative, informational and technological resources to help students transform social concern into effective action. We also facilitate opportunities for skill development through internships, educational events, public campaigns and partnerships with community organizations. APIRG also maintains a resource centre and office in HUB mall. The office is open to all APIRG members and serves as a base for APIRG activities.

A student-run Board of Directors oversees the operations of APIRG while dedicated staff coordinators ensure the smooth daily functioning of the organization. While Board members, as student volunteers, may identify projects and programs for APIRG, their primary role, along with



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staff, is to support the interests of the students they represent.

How is APIRG funded?

In a campus-wide undergraduate referendum held in March 2001, a majority voted in favor of creating a Public Interest Research Group at the U of A. Undergraduates contribute \$1.72 - \$3.44 per semester in 2015/2016 to APIRG when they pay their tuition. Any student who is unable to or does not wish to support APIRG is entitled to opt out and have this fee fully refunded.

The student fee provides APIRG with stable funding, allowing working groups to focus our energy on the issues we care about. Student funding allows APIRG to maintain independence from other institutions and focus on representing students' interests as citizens.

In addition to student members, APIRG allows community members to opt-in to our organization, with a sliding-scale fee of \$5-15.

Where did APIRG come from?

Public Interest Research Groups (PIRGs) were first organized in the 1970s. Today these organizations are established on campuses and in communities throughout Canada and the United States.

PIRGs based at colleges and universities operate from the premise that students are citizens. Part of their education, therefore, should include recognizing and solving problems facing society. PIRGs exist to provide training, support, and opportunities for students to be active citizens in



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their communities.

Through involvement with PIRGs, thousands of Canadian students have learned skills in consensus building, group facilitation, event organization, media production, and research. In turn, these valuable skills help them to act effectively in the public interest.

Each PIRG is different and reflects the priorities of students on its campus. In Western Canada, PIRGs are active at the Universities of Lethbridge, Regina, British Columbia, Northern British Columbia, Victoria, and Simon Fraser University. There are numerous other PIRGs operating in Ontario, Quebec, and Nova Scotia.

How is APIRG held accountable?

APIRG is a democratic organization that is accountable directly to the people who fund it – students at the U of A. Any undergraduate student who has not opted out of the APIRG fee can run in the elections for the APIRG Board of Directors, and all Board meetings and general meetings are open to the public. APIRG also keeps audited financial records and produces an annual report.

Finally, students who are philosophically opposed to APIRG or who cannot afford the fee can opt out and receive a full refund.



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What are APIRG's current working groups? (2016/2017)

- Amnesty International University of Alberta Chapter
- ConsentEd
- Edmonton Muslim Basketball Association (EMBA)
- Edmonton Organic Growers Guild (EOGG)
- Future Librarians for Intellectual Freedom (FLIF)
- Greenpeace University of Alberta
- Islamic Relief at the University of Alberta
- Kulture Hubs
- Migranté Youth
- Palestine Solidarity Network (PSN)
- Saplings Poet Tree
- Student International Health Association (SIHA)

More information about APIRG's active working groups can be found online, at www.apirg.org, or in the office, 9111 HUB Mall.



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Board Members' Responsibilities

The APIRG Board is the governing body overseeing all of APIRG's operations. An APIRG Board member's primary role is that of a decision maker, though Board portfolios have been developed in order to maximize involvement and encourage skill building, learning and growth for Board members.

General Board member duties include organizing events, creating publications, setting annual priorities, reviewing funding applications, developing and maintaining policy, doing community outreach, and hiring staff to manage the resource centre. Other duties will be specific to portfolios.

For more information on Board member responsibilities, please refer to the attached documents:

- Board Expectations
- Board Portfolios
- Board Code of Conduct
- APIRG Basis of Unity and Statement of Values
- Board Attendance Policy



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2017 Election Timeline

Monday, February 6 @ 12:00PM – Nomination Info Session (APIRG Office)

- Come get all the answers you need about running for the APIRG Board.

Friday, February 17 @ 17:00 (4:00 PM)– Nominations Close

- All nominations must be submitted to the APIRG Office (9111 Hub Mall) by 17:00 in order to be considered for eligibility. Nominations will **not** be accepted after 17:00.

Friday, February 17 @ 17:30 (4:00 PM) – Candidates Meeting (APIRG office)

- **All candidates and their campaign managers are required to attend.**
- Order of appearance on the ballot will be determined.
- An overview of the election rules will be provided.
- More candidates meetings will be scheduled based on candidates' availability.
- Candidates may start to submit their campaign material at this time. Campaign material can be submitted directly to the CRO or to the APIRG office.

Saturday, February 18 @ 08:00 AM – Campaigning begins

- ***No campaigning is permitted before this time.*** Any candidate who does not comply will be disqualified.
- All campaign materials must be approved by the CRO prior to being made public.



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- All candidates will be required to help put up the collective APIRG campaign posters around campus. The campus will be divided up and each candidate will be responsible for all posters in that given area.
- Candidates will be expected to attend an all-candidates forum in SUB as well as other possible forums in different locations. As well, candidates should be available for possible interviews with campus media outlets.

Monday, February 27 @ 17:00 (5:00 PM) – Candidates’ Forum (Alumni Room)

- **All candidates are required to participate.**
- Candidates will speak for 2 to 3 minutes, ask other candidates questions and entertain questions from the audience. Additional forums may be scheduled based on candidates’ availability.

Monday, February 27 @ 17:00 (5:00 PM)– Campaigning ends

- Posters may be left up for informational purposes but no further campaigning will be permitted.

Wednesday, March 8 & Thursday, March 9 – Voting

- Voting will be done online, alongside the Students’ Union elections. Students will use their campus computing ID to register and will have the option to vote in the APIRG election once they have completed voting in the SU elections. Community members may come to the APIRG office to vote.
- Some polling stations open at various times and places across campus. Candidates should keep at least three (3) meters away from the polling station other than to vote.



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Thursday, March 9 @ 18:00 (6:00 PM) – Last chance to appeal

- If any eligible voter believes APIRG has not conducted the election according to policy, they may register a complaint in writing to the CRO by this time.
- The CRO shall rule by 8:00pm. Any appeals regarding the ruling must be made to the elections committee in the following 24 hours.

Friday, March 10 @ 17:00 (5:00 PM) – Campaign materials must be removed.

- Candidates will have been assigned specific areas to clear and will be responsible for all campaign materials in that area. Please recycle appropriately.



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2017 APIRG Board Election Rules and Guidelines

Please be sure to read this document and abide by the rules set forth in it. Candidates in breach of any of the following rules or guidelines will be subject to disqualification and/or alternate consequences deemed appropriate by the Chief Returning Officer and Elections Committee.

Nominations

Acceptance of a nomination by the CRO does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified.

In order to be eligible to take office as an APIRG Board member, nominees must be undergraduate students at the University of Alberta and current members in good standing of the Alberta Public Interest Research Group. Members in good standing are all undergraduate students who have not opted out of the per semester APIRG dedicated fee.

As indicated on the nomination form, an attempt will be made to accommodate the wishes of the candidates as to the wording of the ballot, but the CRO will only commit to using the legal name of the candidate. Name designations under which candidates wish to run will be considered final at the nomination deadline: 5:00 pm on Friday, February 17, 2016.



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Campaign Materials

All campaign materials and their intended use *must* be approved by the CRO prior to being publicly distributed. Failure to do so may result in disqualification. It will be the responsibility of each candidate to contact the CRO for approval.

No candidates will be permitted to produce their own posters to post on campus. Instead, APIRG has found it preferable to produce a collective candidate poster. Candidates who wish to do so may submit an appropriate photo and a write-up of approximately 200 words to go into a collective campaign poster for all candidates. Photos and write-ups will also be posted on an APIRG Elections website.

Candidates will be allowed to hang approved banners in designated places on campus as well as to produce approved leaflets and other campaign propaganda to distribute on campus. On surfaces other than poster boards, only masking tape is permitted to affix materials. Bulletin boards may be rearranged (to accommodate the collective campaign poster), but other materials must not be removed or covered. All University regulations regarding posters, notices and banners must be followed (please contact the CRO for any questions, and refer to the posting guidelines listed at <http://su.ualberta.ca/media/uploads/481/SWDistributionBuildings.pdf>).

CJSR-FM88 Radio

- CJSR-FM88 Radio *may* have promos available as paid campaign announcements
- All advertisements must be approved by the CRO before broadcast



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Campaigning in Lister, HUB and North Garneau Residences

- Posters in Lister must be approved by the Lister Hall Students' Association Office in Lister Hall
- For HUB and North Garneau Residences, canvassing is permitted. However, leaflets may not be attached to or slipped under doors when the residents are not in
- No campaign materials may be placed in students' mailboxes in any of the residences, including Pembina, Michener Park, and Campus St. Jean

Classroom Speaking

- It is up to candidates and/or their campaign managers to organize any classroom presentations. This may be done on an individual basis or as a collaborative effort between candidates should they wish to do so. Permission must be obtained from the instructors involved prior to speaking in any classroom.

Election Forums

- During the election forum(s), objects may not be thrown, excessive heckling will not be permitted, and large hand-held placards will not be allowed.
- Candidates must inform their volunteers and supporters of these regulations.
- Any persons in violation will be removed from the forum and the offending objects will be confiscated.
- Candidates may distribute leaflets and other such things provided that they have been approved by the CRO.

Tables

- Candidates may set up information tables on campus as long as any literature or campaign propaganda being distributed has been approved by the CRO.



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- The onus will be on the candidates to book their own tables, however the CRO can assist candidates with contact information and resources.

Banners

- Banners must be flame-proofed. Flame-proofing may be purchased from Room 420 General Services Building for \$10.00 + GST, or 2-900 SUB. A photocopy of the receipt must be visibly placed at the top of the banner. Banners not in displaying such a receipt will be removed by the CRO or Physical Plant Workers.

Campaign Restrictions

- Candidates are **NOT** permitted to campaign in the following areas:
 - Campus Libraries
 - U of A Admin Buildings
RATT, Dewey's
- Student Union Info Booths
 - LRT Station
 - Garneau & HUB Mailboxes
 - University Hall
- Student Union Services
- APIRG Offices

Material Removal

- All posters and other campaign material must be removed by 5:00 pm on Friday, March 10, 2017.
- The CRO will assign areas for each candidate to clear. Please report to the APIRG office at that time.



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- The campaigns will be responsible for the removal and disposal of all candidates' posters, not just their own.



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2017 Board Elections Nomination Form

Please print

Name: _____

Faculty: _____ **Year:** _____

Telephone #: _____ **Address:** _____

Email: _____ **Student ID:** _____

Name as you wish it to appear on the ballot: _____

Name of Campaign Manager, if any: _____

Campaign Manager Telephone #: _____

Campaign Manager email: _____

The APIRG Board Elections are governed by the APIRG bylaws. The bylaws are available online and copies will be made available at the APIRG office and the Students' Union Reception Desk (Room 2900 SUB Building). Each candidate is responsible for ensuring that all aspects of his/her campaign are in accordance with the election rules and regulations.

This form must be accompanied by the **signature, faculty, year and student I.D.** of at least **fifteen (15) APIRG student members** endorsing the nomination and must be turned into the APIRG office (9111 HUB Mall) by **5:00pm on Friday February 17, 2017**. Immediately following the nominations deadline, all candidates must attend a mandatory information session with the CRO at **5:30 PM on Friday, February 17, 2017** in the APIRG office. (APIRG student members are all undergraduate students who have not opted out of the APIRG dedicated fee.)

I hereby acknowledge and accept this nomination for the position named above, and declare that, to the best of my knowledge, information and belief, I am eligible to contest this election and, if elected, to hold office.

Signature: _____

Date: _____



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For office use only

Receipt #: _____

Date Received: _____

Time Received: _____

Received by: _____

Signature of Recipient: _____



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Nomination Signatures

Please provide below **at least fifteen (15)** signatures of support from APIRG members in good standing. Members in good standing are any undergraduate student who has not opted out of the APIRG fee as well as any community members who have purchased APIRG community memberships.

	Full Name	Faculty	Year	Student ID	Signature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____



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11. _____

12. _____

13. _____

14. _____

15. _____



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Candidate Information for Campaign Poster

Based on past election experience, we have chosen to produce only one general campaign poster, which will include all the candidates' information. Please write down a description of yourself in the space below (approximately two hundred (200) words), which will appear on the general campaign poster. This information will also be posted on the APIRG website.

Please keep in mind that you are encouraging students to vote for you. The description you write must be based on a true understanding of yourself, and **should not** include any content attacking other candidates or exposing political bias. Submit all information **by 5:00pm on Friday, February 17, 2017. No late submissions will be accepted.**

In addition, please submit an electronic copy of a recent picture, which clearly shows your face, top of your head, and shoulders. Pictures should be of suitable quality and have dimensions of at least 640 by 480 pixels. You can either email your picture to the CRO at cro@apirg.org, or submit a disk with your nomination package. If you can't provide one or have any difficulties, please contact the CRO to take a digital picture of you.

Please print clearly.



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Attached

- 1. Board Expectations**
- 2. Board Portfolios**
- 3. Board Code of Conduct**
- 4. APIRG basis of Unity and Statement of Values**
- 5. Board Attendance Policy**

1. *Know and support the organization's beliefs, vision, mission, target, and aims statements.*

What this means in APIRG: read and understand our Basis of Unity, Statement of Values, mandate and vision.

2. *Attend all Board meetings and assigned committee meetings. Read all pre-meeting material before each meeting.*

What this means in APIRG: be present and fully prepared for all meetings which includes reading relevant documents, asking questions and reading all meeting minutes, regardless of attendance.

If you cannot attend a meeting, be sure to read the agenda and provide proxy notes (as per the **Board Attendance Policy**). Be sure to include a note on whether you are comfortable with the Board decision.

3. *Be familiar with the Board's policies.*

What this means in APIRG: Check out the policy section of your Board binder, and the Current Policies folder in the Board-Staff Shared Google Drive and read up on the relevant policies.

4. *Know the responsibilities and functions of the board and its committees.*

What this means in APIRG: Each portfolio includes a different set of responsibilities and timelines. Be sure to regularly check-in with your appointed staff member and other Board/committee members, and review your Board binder for a list of portfolios and their duties.

5. *Decision-making*

What this means in APIRG: Both email and in-person decisions require Board

members to be actively participating, dialoguing, and adequately informed in order to make the best decision possible. Respond in a timely fashion and be aware of any deadlines pertinent to the decision. Be sure to ask questions and request more information from staff or other Board members if needed.

6. *Time Commitments*

What this means in APIRG:

- a. Attend Board meetings (3-4 hours bi-weekly).
- b. Weekly scheduled office hours (3 hours/week).
- c. Email communication (1-2 hours/week).
- d. Fulfill portfolio and committee duties (5-10 hours/month).
- e. Attend Board retreats – 3 full days each for Fall retreat (Late August/Early September – out of town), Winter retreat (Early January), and Transition retreat (Late April/Early May).
- f. Attend APIRG events and skill-building sessions (APIRG AGM - October; other trainings or events – timing variable).

7. *Check in!*

What this means in APIRG: If any time you are feeling overwhelmed or cannot meet these expectations, let us know. This includes staff and fellow board members. You are welcome to reach out to those you feel most comfortable with, and in the manner you feel most comfortable (in person, phone, email). Clear and timely communication is crucial to our work together.



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Board Portfolios

List of Current Portfolios

- Outreach
 - Working Group
 - Board
 - Office
 - Policy
 - Tech
 - Library
 - Staff Liaison
 - SU Rep
-

Outreach Portfolio

Staff Support: Outreach Coordinator

Works closely with Outreach Coordinator to promote APIRG in a variety of capacities: postering, AGM, class raps, funding rounds, etc.

- Media
 - Liaise and interact with the media, as needed
 - Monitor and archive media coverage of APIRG, its Working Groups, affiliates and relevant issues
- Promotion
 - Work with Outreach Coordinator to draft and implement Yearly Outreach Plan
 - Coordinate and promote events, such as APIRG Open Houses
 - Coordinate information tables and poster campaigns
 - Create and maintain APIRG displays and promotional material
 - Coordinate and support classroom presentations



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Board Portfolios

- Elections
 - Work with the Outreach Coordinator and CRO to recruit potential Board members and promote APIRG elections
 - AGM
 - Assist Outreach Coordinator and Office Coordinator in planning AGM
 - Work with the Outreach Coordinator to recruit member attendees (for the purpose of achieving quorum) and promote the APIRG Annual General Meeting
 - Funding Rounds
 - Sit on Event/Project funding round committee in Fall and Winter semesters
 - Present Event/Project funding round committee recommendations to the Board at Funding Round decision meetings
 - Board Representation
 - Provide regular updates on Outreach activities and issues at Board meetings
 - Support Board member participation in Outreach Activity
-

Working Group Portfolio

Staff Support: Working Group Coordinator

Works closely with Working Group Coordinator to support Working Groups in a variety of capacities: Working Group orientation, funding rounds, etc.

- Funding Rounds
 - Assist Working Group coordinator in checking-in with Working Groups prior to funding round deadlines
 - Sit on Working Group funding round committee in Fall and Winter semesters
 - Present Working Group funding round committee recommendations to the Board at Funding Round decision meetings
- Working Group Support



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Board Portfolios

- Collaborate with Working Group Coordinator to plan and host Working Group orientation after Fall and Winter funding rounds
 - Support Working Group Coordinator in logistics for Working Group orientation
 - Collaborate with Working Group Coordinator in planning and logistics for Working Group retreat(s)
 - Board Representation
 - Provide regular updates on Working Group activities and events at Board meetings
-

Board Portfolio

Staff Support: Working Group Coordinator, Office Coordinator

The Board member responsible for the Board portfolio works closely with the Working Group coordinator on projects related to Board member development, and the Office Coordinator on projects related to official Board recordkeeping and administration. The Board portfolio is one of three portfolios that are registered as Officers of the Society under the Alberta Societies Act, and therefore must be filled.

- Board Meetings
 - Organize the schedule Board meetings
 - Oversee minute-taking, attendance, and minute signing at Board meetings
 - Notify membership of Board and General meetings
- Recordkeeping
 - Oversee storage and archiving of meeting minutes, AGM and SGM minutes, in-camera minutes, APIRG documents of incorporation, and all other official APIRG records
 - Oversee maintenance of APIRG electronic and physical filing systems as per APIRG Retention Schedule
- Retreats and Board Development
 - Assist in researching and booking Transition, Fall, and Winter Board retreat locations



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Board Portfolios

- Help plan retreat agendas, including focus topics, energizers, and socializing activities
 - Ensure basic support of retreat attendees is taken care of (e.g., meal preparation)
 - Organize skill-building workshops as per Board requests
 - Research existing workshops and trainings for Board members to attend
 - Orientation
 - Help orient new Board members to APIRG and its governing structures and procedures
 - Help explain and demonstrate consensus decision-making process
 - Board Representation
 - Provide regular updates of upcoming Board activities at Board meetings
 - Organize regular social events for the Board
 - Monitor and address Board morale
 - Assist with the planning of volunteer appreciation events
-

Office Portfolio

Staff: Office Coordinator

The Board member works closely with the Office Coordinator to ensure the office functions as required.

This includes: office hours for Board, cleaning schedule, and other relevant needs.

- Office Hours
 - Coordinate, maintain, and manage a Board office hour schedule at the beginning of each semester
 - Support the Board in being accountable for office hours missed
- Chore Rotation
 - Coordinate, maintain, and manage a Board chore rotation throughout the year
 - Support the Board in chore execution, with the Office Coordinator



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Board Portfolios

- Office Maintenance
 - Collaborate with the Office Coordinator to assess office equipment and supply needs, and plan for yearly office spending
 - Coordinate maintenance and upgrades to the office space, including leasehold fixturing requirements
 - Support the Office Coordinator in assessing and implementing improvements to office accessibility
 - Board Representation
 - Provide regular updates on office activities at Board meetings
-

Policy Portfolio

Support Staff: Office Coordinator

This portfolio deals with anything pertaining to policy. The Board member will strike a committee as needed to deal with drafting new policy, editing/revising old policy and ensuring bylaws/policies are up-to-date. The portfolio will ensure Board members are aware of any/all changes. This portfolio works closely with the Office Coordinator.

- Policy Committee
 - Head a committee of Board members, staff, volunteers, and APIRG advisors and affiliates, as required, to address APIRG policy needs
 - Revise and review existing policies in response to current needs, and in anticipation of future needs
 - Revise and review existing bylaws
 - Draft new policies and bylaw changes
 - Consult and/or assist other Board members on the development of policy that pertains to their portfolios



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Board Portfolios

- Review the currency of the contents of APIRG's main policy binder, Board-Staff shared Google Drive policy committee folder, and policies in the Board binders
 - Board Representation
 - Be the point-person for the Board for policy information and/or clarification
 - Ensure that the Board is operating in accordance with APIRG policy
 - Provide regular updates on Policy committee activities at Board meetings
-

Tech Portfolio

Support Staff: Office Coordinator

The Tech portfolio acts as the technical support and management body of the APIRG office. Specifically it deals with: office computers (hardware, software, protocols), internet services (web site, emails, list servs, domain registration, wireless and modem), general maintenance (upgrades, repairs, troubleshooting), and making tech purchases (budget recommendations).

- Maintenance and Support
 - Coordinate maintenance of the APIRG website with staff
 - Provide direction for maintenance and upgrades to technical equipment, rental equipment, or software
 - Participate in the hiring or provision of any professional technical services
 - Oversee improvements to technical equipment accessibility for staff and Board
 - Administer tech@apirg.org email account, internal APIRG email list, in-camera email list, and all APIRG Google Drive systems
- Volunteer Management
 - Recruit, manage, and direct Tech group volunteers (if any)
 - Work with other Tech group members (if any) to ensure technical requirements are being met
- Board Representation

- Consult with staff, Board members, and volunteers to determine and address technical needs and issues
 - Provide regular Tech group updates at Board meetings
 - Provide Budget Committee with a suggested Tech Portfolio budget for the following fiscal year
-

Library Portfolio

Support Staff: Outreach Coordinator, Office Coordinator

APIRG's library helps inspire and inform students with local and international publications and reading materials. Our resource library now contains over 600 books, 50 videos, and numerous magazines, journals, and other publications. The materials in the APIRG library are available for student and community members to borrow.

- Acquisitions
 - Assess purchase proposals for content (CDs, DVDs, books, periodicals or other multimedia material) submitted by Board, staff, Working Groups, or APIRG members
 - Evaluate relevance of periodicals as they come up for renewal
 - Assess gaps in APIRG's resource library, and research and plan how to remedy these gaps
 - Set policy for periodic reviews of APIRG library content for currency and relevance of information
 - Provide Budget Committee with a suggested library budget for the following fiscal year
- Organization
 - Organize APIRG's library in some systematic and searchable manner



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Board Portfolios

- Organize the online book database to adequately reflect current reading/viewing materials in the library
 - Coordinate volunteers to help maintain and improve the state of the library and its check out / return policies and system
 - Maintain and update library procedural policies to support board and volunteer participation
 - Board Representation
 - Provide regular library updates at Board meetings
 - Library Outreach
 - Administer library@apirg.org email account
 - Plan any library open houses, or other library events throughout the year, with the Outreach Coordinator
 - Allow student and community authors to feature or display writings, subject to the discretion of the Library Portfolio
 - Promote literary events that may inspire or inform the student body and extended community
-

Financial Portfolio

Support Staff: Office Coordinator

This person is required to keep themselves informed with all financial happenings of the PIRG and act as the financial liaison to the rest of the Board. Financial portfolio works directly with the Office Coordinator to maintain financial responsibility, transparency and continuity. The Financial portfolio is one of three portfolios that are registered as Officers of the Society under the Alberta Societies Act, and therefore must be filled.

- Financial Responsibility
 - Ensure the Board is kept up-to-date on the financial situation of the organization



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Board Portfolios

- Answer any questions related to budgeting and spending throughout the year, aided by the Office Coordinator
 - Advise the Board on the financial implications of decisions made during Board meetings and email discussions
 - Maintain signing authority on APIRG bank accounts
 - Sign cheques and oversee the Office Coordinator's financial administration
 - Transparency
 - Ensure APIRG's financial records are kept by a qualified individual (currently APIRG employs a bookkeeper for professionalism and transparency)
 - Ensure that a yearly financial audit takes place
 - Ensure financial updates are provided at Board meetings (at least once/month)
 - Present audited financial statements to Student's Union Finance Committee with Office Coordinator
 - Present audited financial statements at APIRG AGM (usually takes place between late September to October), with Office Coordinator
 - Continuity
 - Coordinate budgeting in Winter semester
 - Ensure priorities for APIRG's future goals are reflected in the suggested budget handed to the next Board
-

Staff Liaison Portfolio

Support Staff: Office Coordinator

The Board must have a Staff Liaison under the terms of APIRG's Collective Agreement with NASA. This person is essentially the employer representative for APIRG and acts as the liaison between the Board and the staff. The Staff Liaison works with the Office Coordinator on questions of payroll, compensation, hiring, staff contracts, benefits and taxation. The Staff Liaison portfolio is one of three



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Board Portfolios

portfolios that are registered as Officers of the Society under the Alberta Societies Act, and therefore must be filled.

This position is one of the most important for the healthy functioning of APIRG, due to the requirements of ongoing maintenance of relationships between Board, staff, and staff-Board relations.

- Staff Support
 - Lead HR committee in conducting staff support activities, including regular staff check-ins, annual and semi-annual job evaluations for staff, staff appreciation and gifts, and going-away parties
 - Be familiar with the APIRG Collective Agreement
 - Maintain a presence in the office so that staff feel that the liaison is approachable if any concerns arise
 - Approve staff hours, training, overtime, special leaves, and adjustments to position duties
 - Maintain signing authority on APIRG bank accounts, sign cheques, and evaluate and endorse staff timesheets
 - Oversee HR administration performed by the Office Coordinator
 - Regularly attend staff meetings
 - Administer staff.liaison@apirg.org email account and staff email list
- Hiring
 - Coordinate job postings and hiring committees
 - Collaborate with staff to adjust job descriptions before hiring, as required
 - Coordinate hiring committee and Board in making hiring decisions
 - Orient new hires to their job descriptions with current staff
- Communication with Union
 - Communicate with NASA, as needed

- Participate in grievance and disciplinary proceedings, as needed
 - Lead the Board in collective bargaining when the Collective Agreement is about to expire
 - Board Representation
 - Maintain an active presence on the Board
 - Report to Board on staff conflicts and concerns in a regular and timely manner
 - Report Board concerns about job performance to staff in a regular and timely manner
 - Report staff concerns about Board conduct to the Board in a regular and timely manner
 - Provide regular updates on Staff Liaison and HR committee activities at Board meetings
 - Desired Skills
 - Excellent communication skills
 - Ability to navigate challenging situations
 - Assertive
 - Flexible schedule, on campus
 - Conflict resolution skills, or willing to attend trainings
-

SU Rep (appointed by SU)

In order for an external dedicated fee recipient to receive funds from the Students' Union reserve dedicated to its support, it must (a) include in its bylaws provision for the appointment to its Board of Directors of at least one member of Students' Council elected by Students' Council for that purpose, as a voting or non-voting member.

- Communication



The Alberta Public Interest Research Group

Board Portfolios

- Act as a liaison between SU and APIRG. Communicate relevant news and issues to the groups as directed by council and APIRG board
- Meetings
 - Attend all SU and APIRG meetings as listed in the approved schedule
 - Provide an email notice with valid reasoning to the APIRG Board if unable to attend a meeting
 - Provide meeting dates for Finance Committee to APIRG Board and provide at least one month notice prior to the Fund Disbursement Meeting
- Bills/Bylaws
 - Assist APIRG in regards to bylaws and bills, including but not limited to: drafting bill, interpretation of a certain bylaw, etc.
 - Provide notice to APIRG immediately if council will be dealing with issues related to Dedicated Fee Units in upcoming council meetings
- Other
 - Promote SU events in APIRG and promote APIRG events in council
 - Act as a resource for other SU councilors regarding APIRG events and structure



Board Code of Conduct

The Alberta Public Interest Research Group

APIRG board members are expected to operate in accordance with the APIRG Basis of Unity and Statement of Values when fulfilling their duties. As well as providing financial oversight and fostering a constructive work environment, the board has a number of fiduciary responsibilities to which they are expected to adhere.

Board Responsibilities

Fiduciary Duties:

- *Skill:* In carrying out their obligations, Board members are expected to use an appropriate degree of skill. This means using the skills each Board member has to make competent decisions on behalf of the organization.
- *Diligence:* Board members are expected to attend meetings and to become as fully informed as possible regarding all aspects of APIRG operations, including any issues that affect APIRG.
- *Loyalty:* Board members must act with honesty and in good faith in what they reasonably believe to be the best interests of APIRG. Board members must act with loyalty at all times. Loyalty includes:
 - *Honesty:* disclosing benefits and threats to the organization.
 - *No Conflict of Interest:* Board members cannot place themselves in a situation where their duty as a Board member conflicts with their interest or with their duty to others.
 - *No Self-Dealing:* Board members may not profit in any way from their relationship with the organization and should not enter into contracts with it.
 - *Confidentiality:* Board discussions and internal workings of the organization must be kept confidential.

Further, APIRG Board members are expected to communicate respectfully with each other, staff members, volunteers, members of the electorate and the greater community. They are expected to represent APIRG in a fair and accurate manner at all times, and clearly distinguish



Board Code of Conduct

The Alberta Public Interest Research Group

their own opinions from those of APIRG. Board members are not to express opinions on behalf of the organization unless specifically given leave to do so.

Passed 2007-Aug-22

Signed this _____ day of _____, 20____.

(name)

(signature)

(witnessed on behalf of APIRG)



APIRG Basis of Unity and Statement of Values

The Alberta Public Interest Research Group

Basis of unity

We believe the way to create positive social change is to provide individuals with the information and tools they need to become active citizens and to participate effectively in their communities.

Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism). Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

Passed 2007-Aug-22

Signed this _____ day of _____, 20_____.

(name)

(signature)

(witnessed on behalf of APIRG)



<i>Board Attendance Policy</i>		Page 1 of 4
Date Adopted: 11 November 2004	Date Amended:	14 November 2012 23 April 2008 05 June 2006 01 December 2005

Purpose:

To provide guidelines regarding attendance at Board meetings, leaves of absence from the Board, and resignations from the Board.

Definitions:

Meetings - Refers to official Board meetings and Board retreats. A Board retreat is considered one meeting even if it takes place over more than one day, for the purpose of this policy.

Leave of absence - Refers to a period of time where a Board member is exempt from meeting the attendance requirements to maintain their position and privileges as Board member.

Indirect representation - Refers to representation by an absent Board Member of their position at a Board meeting or Board retreat by proxy or by email.

Policy:

1. This Policy applies to:
 - a. All voting Board members; and
 - b. Any University of Alberta Students' Union representative on the Board.



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2. The requirement for attendance at a meeting is that the Board member is present at a meeting for the entire duration of the meeting or for a minimum of one hour, whichever is shorter.
3. The requirements for indirect representation at a meeting are that:
 - a. The Board member has read the circulated agenda for the meeting, familiarized themselves with the agenda items, and determined their position on the items;
 - b. The Board member has notified the Board or the Board Support portfolio holder, at least 24 hours prior to the meeting, that they will not meet the requirements for attendance for the meeting and what their positions and comments on the agenda items are; and
 - c. The Board member has sent a proxy to the meeting to orally present their positions and comments or the positions and comments sent via email are deemed sufficient and approved as adequate at the meeting by attending Board members.

Deemed Resignations

4. A Board member shall be considered to have resigned if:
 - a. The Board member has not met the requirements for attendance or for indirect representation for more than three consecutive meetings; or



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- b. The Board member has not met the requirements for attendance for more than six consecutive meetings;
 - c. The Board member has not met the requirements for attendance at the APIRG Spring Transitional Retreat and the absence was not approved by the Board prior to or following the retreat.
- 5. The Board Support portfolio holder or some other Board member that is designated by the Board will contact persons who have been deemed resigned to inform them of their resignation.
- 6. The Board shall consider reinstating a Board member who was deemed resigned if the person submits a written appeal to the Board or the Board Support portfolio holder within one month of being notified of their deemed resignation. The written appeal should include the reasons for their absence and a request for their reinstatement. A proposal to reinstate requires consensus or the support of two-thirds (2/3) of voting Board members to pass.

Leaves of Absence

- 7. A Board member seeking a leave of absence from the Board shall submit a written request for a leave of absence to the Board or the Board Support portfolio holder that includes the reasons for the leave and the estimated duration of the leave. A motion to grant a leave of absence requires consensus



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or the support of two-thirds (2/3) of voting Board members to pass and will be made at the discretion of the board.

8. A Board member that is unable to terminate their leave of absence prior to the end of their term on the Board shall resign from the Board as soon as reasonably possible.
9. For greater clarity, this policy applies year-long, including during the summer months. Board members who are unable to attend Board meetings during the summer months shall submit a written request for a leave of absence.