



The Alberta Public Interest Research Group

Board Portfolios

List of Current Portfolios

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

Staff Support: Outreach Coordinator

Works closely with Outreach Coordinator to promote APIRG in a variety of capacities: posterings, 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
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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
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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
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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
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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
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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 servers, 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



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Board Portfolios

- 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
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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

- 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
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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
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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

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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



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Board Portfolios

- 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
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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



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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