



# AP!RG

Board  
Elections  
2019

Nomination Package





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Attached:

1. Board Expectations
2. Board Portfolio
3. Board Code of Conduct
4. APRIG Basis of Unity and Statement of Values
5. Board Attendance Policy



## **Letter from the Chief Returning Officer**

I am excited to announce that the 2019 Board Election for the Alberta Public Interest Research Group (APIRG) will be taking place from **Wednesday, March 7 and Thursday, March 8 2019**. On behalf of APIRG, I thank you for entering into the nomination process and wish you the best of luck during your campaign.

APIRG is a student-run, student funded and non-profit organization dedicated to education, advocacy and action as it relates to public interests including anti-oppression politics, feminism and intersectionality. APIRG is committed to social change at the University of Alberta and the greater community - if social justice is your passion, APIRG is the place for you!

As a member of the Board, you will gain skills in non-profit governance, working in a consensus-based organization, and contributing to the important ongoing anti-oppression work through collaborative decision making and taking on responsibility for a distinct portfolio. This is a rare opportunity to support real change in the University and greater community, as well as a chance to meet like-minded people at the University of Alberta.

This nomination package contains:

- Overview of APIRG
- Election timeline
- Board Portfolio roles and responsibilities
- Nomination form
- Signature sheet
- Candidate information sheet

To run in the election, please submit a completed nomination package to the APIRG Office (9111 HUB Mall) before 5:00 pm on **Friday, February 15th 2019**. Please note that no nominations will be accepted after this date. If you experience any difficulties completing the nomination package, or have any questions or concerns regarding the nomination process or upcoming election, please contact myself at [cro@apirg.org](mailto:cro@apirg.org).

As the Chief Returning Officer, it is my responsibility to ensure all candidates abide by election procedures and bylaws connected to the election, and that the organization fulfills its responsibilities to candidates by ensuring the election is free, fair and transparent. My role is to ensure all those applying for nomination and running in the election comply with bylaws and policies and to provide support and information through the duration of the election.

Thank you for expressing interest in the upcoming Board election, all the best to you and good luck!

Samantha Wesch  
APIRG Chief Returning Officer 2019

## **Background and Funding Information**



***What is APIRG?***

APIRG stands for Alberta Public Interest Research Group - it is a student-run, student funded non-profit organization based out of the University of Alberta. APIRG is dedicated to research, education, advocacy and action aimed at various topics of public interest including anti-oppression, feminism and intersectionality.

APIRG funds events, projects and research related to anti-oppression and social justice, facilitates programming and workshops as well as supports working groups committed to topics of public interest. As a democratic and nonpartisan organization, APIRG works to combat systems of oppression both on the University campus and in the greater community through collaboration with students to turn passion for social justice into tangible social change.

APIRG's office and library are located at the north end of HUB Mall, and are available for all students and community members to use and visit. At the office, we provide funding, equipment rentals and other logistical supports to student working groups as well as partner with various community organizations to deliver shared programming to students and community members.

The Board of Directors oversees the operations of the organization while hired staff and volunteers ensure the smooth daily functioning of the organization and support the realization of the decisions of the Board. The primary role of the members of the Board and the staff and volunteers is to support the interests of the students they represent and to facilitate decisions to cause social change and make a positive impact on the University community.

***What is anti-oppression?***

As APIRG is deeply committed to anti-oppression, and, therefore, it is important that all those considering running for the Board understands how the organization defines it. Anti-oppression is a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism and ableism). Through developing and implementing practices and policies, APIRG seeks 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.

Intersectionality is, for APIRG, an important aspect of anti-oppression. Intersectionality refers to how different facets of identity interact to produce different individual experiences of privilege and oppression. Simply, APIRG recognizes that systems of oppression interact in different ways and affect each person differently. Understanding different lived experience of oppression is essential for understanding systems of oppression and creating real social change.



***How is APIRG funded?***

In March 2001, a majority voted in campus-wide undergraduate referendum to establish a Public Interest Research Group at the University of Alberta. Currently, full-time undergraduate students contribute \$3.54 per semester and part-time undergraduate students contribute \$1.77 per semester to APIRG as a fee integrated into tuition fees. All students are able to opt-out of this fee for a full refund if they cannot or do not wish to support the organization.

In March 2017, another successful undergraduate referendum voted to continue to support APIRG as a dedicated-fee unit (DFU) status with the Students' Union.

In addition to funding collected from student members, APIRG allows community members to op-in to the organization if they so wish, with a sliding-scale fee ranging from \$5-15.

***How is APIRG held accountable?***

APIRG is a democratic organization that is accountable to the people who fund it - undergraduate students at the University of Alberta. APIRG keeps audited financial records and produces an annual report to ensure accountability. All Board meetings and general meetings are open to the public, and all undergraduate students who have not opt-out of the APIRG fee are welcome to run in the Board of Directors election.



## **Working Groups**

### ***What are APIRG's Working Groups?***

Working Groups (WGs) are collectives of students and community members working together on public interest issues affecting the University and greater Edmonton community. WGs tend to have both long- and short-term goals and focus on a diversity of projects, including research, events, actions and publications. WGs are required to hold regular meetings and must maintain a membership that includes University of Alberta undergraduate students.

### ***What are the Current Working Groups at APIRG?***

Current WGs include:

- Black Lives Matter - Edmonton and Area
- Edmonton Muslim Basketball Association (EMBA)
- Edmonton Organic Growers Guild (EOGG)
- Future Librarians for Intellectual Freedom (FLIF)
- Native Studies Course Requirement
- Islamic Relief at the University of Alberta
- Migrant Alberta Youth
- Palestine Solidarity Network (PSN)
- Sapling Poet Tree

More information on current and previous WGs can be found on APIRG's website at: <https://apirg.org/working-groups/general-working-group-information/>



## **Board Member Roles and Responsibilities**

### ***What are the responsibilities of Board Members?***

In accordance with bylaw, the APIRG Board of Directors are responsible for overseeing all of APIRG's operations.

Board members' primary role is to act as a decision maker. Additionally, Board portfolios have been developed to maximize involvement and encourage skill building, learning and growth for Board members.

Regular Board member duties include setting annual priorities, reviewing funding applications, developing and maintaining policy and programming, organizing events, producing publications, performing community outreach and hiring staff. Each portfolio also has its own specific duties and responsibilities, which can be found in the document "Board Portfolios" attached.

Board members are required to commit to maintaining office hours and to attending bi-weekly Board meetings, APIRG events held throughout the year, and the two mandatory retreats in the spring and autumn.

For more information on the duties and responsibilities of Board members, 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



## **APIRG 2019 Board of Directors Election Timeline**

### **Thursday, January 24th @ 3:00pm - Gov Week Session: Running to be an APIRG Board Member (SUB 0-48)**

- The Chief Returning Officer (CRO) will host an information session on the APIRG Board of Directors election as part of the University of Alberta's annual Gov Week.

### **Monday, February 4th @ 1:00pm - Nomination Info Session (APIRG Office)**

- The CRO will host an information session to provide support to those interested in running in the upcoming election.

### **Friday, February 15th @ 5:00pm - Election Nominations Close**

- All nominations must be submitted to the APIRG Office (9111 Hub Mall) by 5:00pm. Nominations will not be accepted after this time.

### **Saturday, February 16th @ 8:00am - Campaigning Begins**

- ***No campaigning is permitted before this time.*** Any candidate who does not comply will be disqualified from the election.
- All campaign materials must be approved by the CRO prior to being made public.
- All candidates are required to help lace the collective APIRG campaign posters across campus. Candidates will be assigned sections of the campus and be responsible for posting election awareness materials in that area.
- Candidates are required to attend an all-candidates forum in the Student Union Building, in addition to any other forums which may be scheduled. Candidates must make themselves available for possible interviews with campus media outlets.

### **Monday, February 18 @ 5:00pm - Candidates Meeting (APIRG Office)**

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

### **Monday, February 25th @ 5pm - Candidates Forum (location TBA)**

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

### **Wednesday, March 6th and Thursday, March 7th - Election Days**

- Undergraduate students at the University of Alberta will vote online alongside the the Students' Union elections. Students will vote using their Campus Computing ID number to register and will have the option to in the APIRG Board of Directors election once they have completing voting in the Students' Union election. Community members are invited to come into the APIRG office to vote on these days.



- Some polling stations will be open at various times and places across campus on these days. Candidates must remain at least three (3) meters from the polling station, save for when they themselves are voting.

**Thursday, March 8th @ 6:00pm - Last Chance to Appeal**

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

**Saturday, March 10th @ 5:00pm - Removal of Campaign Materials**

- Candidates must removed their own campaign materials, as well as the campaign materials they were assigned to place across campus. We encourage recycling appropriately.



## **2019 APIRG Board Elections Rules and Guidelines**

**Please be sure to read this document and abide by the rules set forth. It is of the utmost importance you understand and follow these rules and regulations. Failure to adhere to these rules will result in disqualification from the election and/or alternate consequences deemed appropriate by the Chief Returning Officer (CRO) and Elections Committee.**

### **Nominations**

Please be advised that acceptance of a nomination by the CRO does not guarantee the eligibility of a candidate. If, at a later point, a candidate is found to be ineligible for nomination, the candidate will be disqualified.

To be eligible to hold office as an APIRG Board member, nominees must be (1) an undergraduate student at the University of Alberta and (2) be in good standing with the organization. Good standing is defined by whether or not the student has opted-out of the per semester APIRG dedicated fee. Any and all undergraduate students who have not opted-out of the per semester fee are eligible to run for the Board.

As indicated on the nomination form, an attempt will be made to accommodate the wishes of all candidates as to the wording of the voting ballot. Though the CRO desires to be as inclusive as possible, she 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 of 5:00pm on Friday, February 15th 2019.

### **Campaign Materials**

**Please note that *all* campaign materials and their intended use *must* be approved by the CRO prior to public distribution. Failure to do so may result in disqualification and/or other consequences, at the CRO's judgement. It is the responsibility of each nominee to contact the CRO for approval of campaign materials.**

No candidates will be permitted to produce their own posters to display on campus. The organization has decided to produce a collective candidate poster to advertise the election and provide information on the candidates. Candidates may, but are not required to, submit an appropriate photo and information piece of approximately 200-words to be featured on the collective campaign poster. Please be advised that all photos and information provided will be featured on APIRG's website.

Candidates may hang approved banners in designated places on campus as well as produce and distribute approved leaflets and other campaign materials on campus. Please be aware that on surfaces other than poster board, 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 campaign posters, notices and banners must be allowed at all times. Guidelines may be found here: <http://su.ualberta.ca/media/uploads/481/SWDistributionBuildings.pdf>.

Any questions or concerns may be directed to the CRO at [cro@apirg.org](mailto:cro@apirg.org).

Other campaigning options include:

### **CJSR-FM88 Radio**

- CJSR-FM88 Radio (University radio station) may have promos available as paid campaign announcements;
- All advertisements must be approved by the CRO prior to broadcast campaigning in Lister Hall, HUB Mall and North Garneau residences;
- Posters placed in Lister Hall must be approved by the Lister Hall Students' Association Office;
- For HUB and North Garneau Residences, canvassing is permitted. Please be aware that leaflets may not be attached to or slipped under doors when residence are not in;
- Absolutely no campaign materials may be placed in students' mailboxes in any of the residences, including Pembina, Michener Park and Campus St. Jean.

### **Classroom Speaking Engagements**

- It is the responsibility of 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 if they agree to do so. Permission *must* be obtained from the course instructor prior to speaking in any classroom.

### **Election Forums**

- During any election forums, absolutely no throwing of objects, excessive heckling, and large hand-held placard;
- Candidates are responsible for informing their volunteers and supporters of appropriate conduct during forums;
- Any person in violation of these rules will be removed from the forum and the offending objects will be confiscated;
- Candidates may distribute leaflets and other campaign materials which have been previously approved by the CRO.

### **Tables**

- Candidates may set up information tables on campus, providing any and all literature and campaign materials being distributed has previously been approved by the CRO;
- Candidates are responsible for the booking and hosting of their tables, though the CRO will be available to provide support, contact information and resources.

### **Banners**

- **Banners must be flame proof.** Flame-proofing may be purchased from Room 420 General Services Building for \$10.00 +GST, or from 2-900 SUB. A photocopy of the receipt



*must* be visibly placed on top of the banner. Banners not displaying such a receipt will be removed by either the CRO or Physical Plant Workers.

### **Campaign Restrictions**

- Candidates are *not* permitted to campaign in the following areas:
  - ❖ Campus Libraries;
  - ❖ University of Alberta Administrative Buildings;
  - ❖ Room At The Top (RATT), Dewey's;
  - ❖ Student Union Information Booths;
  - ❖ LRT Stations;
  - ❖ Garneau and HUB Mall mailboxes;
  - ❖ University Hall;
  - ❖ Student Union Services;
  - ❖ APIRG Offices.

### **Material Removal**

- All posters and other campaign material must be removed by 5:00pm on Saturday, March 10, 2019.
- The CRO will assign areas for each candidate to clear of campaign materials. Please report to the APIRG Office at the announced time.
- The campaigns will be responsible for the removal and disposal of all candidates' posters, not just of their own.



**2019 Board Elections Nomination Form**

Please print

Name: \_\_\_\_\_

Faculty: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Name as you wish it to appear on the ballot:

\_\_\_\_\_

Year: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Student ID: \_\_\_\_\_

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 15, 2019. All candidates must attend a mandatory information session with the CRO at 5:30 PM on Monday, February 18, 2019 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: \_\_\_\_\_

For office use only Receipt #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

\_\_\_\_\_ Received by:

\_\_\_\_\_  
Signature of Recipient: \_\_\_\_\_



### 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.

<b>Full Name</b>	<b>Faculty</b>	<b>Year</b>	<b>Student ID</b>	<b>Signature</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				







**Please Find the Attached Documentation:**

- 1. Board Expectations**
- 2. Board Portfolios**
- 3. Board Code of Conduct**
- 4. APRIG 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.



The Alberta Public Interest Research Group

## *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: 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
- 

### **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



The Alberta Public Interest Research Group

## 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



The Alberta Public Interest Research Group

## 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



The Alberta Public Interest Research Group

## 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



The Alberta Public Interest Research Group

## 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



The Alberta Public Interest Research Group

## 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



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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
- 

### **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



# 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.