

OPIRG Kingston Volunteer Board of Directors Responsibilities and Expectations

Position: Undergraduate or Graduate Student Representative – Member of the Board of Directors

Function: The Board of Directors is the highest governing body of OPIRG Kingston. As a collective, the Board of Directors is responsible for the overall governance and direction of OPIRG Kingston by participating and directing our strategic planning and campaign objectives. Further, the Board is responsible for the management of OPIRG's staff, volunteers, and our financial resources. On a more day-to-day basis, the Board contributes their skills, knowledge, passion, and experience to OPIRG's projects and campaigns.

Duties & Responsibilities: While the position of a Director changes over the term and pending on the work we are undertaking, generally the responsibilities are:

- Understand and demonstrate a commitment to social and environmental justice and their intersection with OPIRG Kingston's mandate
- Challenging racism, homophobia, sexism, and all forms of oppression, while working in a collaborative, non hierarchical, and consensus-based environment
- Contribute skills and knowledge by participating in OPIRG Kingston's campaigns, research, and objectives
- Develop, explore, and generate new and exciting ideas for action campaigns, research projects, and educational workshops
- Prepare and attend meetings regularly, by reading agendas, reports, and other documentation
- Understand and monitor the organization's financial affairs
- Ensure the organization is complying with all legal requirements, including when applicable avoiding conflicts of interest and maintaining confidentiality.

Qualifications & Requirements: Being a member of the Board of Directors requires a commitment of approximately 10 hours a month. Our Board meets monthly (usually on a Tuesday evening) and meetings tend to approximately 2 hours. In addition, members of the Board are expected to sit on ad-hoc committees and participate in OPIRG's regular programming.

It is our mandate as an organization to inspire, and empower members of our community to challenge and organize around the problems in our society. For us to succeed in this task we prefer our Board of Directors to come from a wide range of backgrounds – from seasoned activists and organizers, to committed academics, to first-year students with only a passion and commitment to social and environmental justice – all, and everything in between, are welcomed and sought after.

Orientation & Training: Supporting and fostering those who volunteer and contribute to OPIRG Kingston is a critical component of our mandate. OPIRG Kingston makes numerous opportunities for our Directors to access training. Training opportunities include OPIRG's own workshops (focusing on consensus-based decision making, challenging marginalization and oppression, among many others), the annual Board Training School (covering topics such as campaign planning, using social media for social change, and sustainable community engagement to avoid burning out), and other opportunities within the Queen's and Kingston communities.

Term: There are two options for the length of term – Directors can be elected to a two-year term at our Annual General Meeting or can be appointed for a one year term through our Board of Directors.

A year is considered from one AGM to another.

To apply for this position please submit a short bio along with a short Statement of Interest outlining your interest in this position along with your understanding of social and environmental justice and how that relates to anti-oppression (no more than 500 words would be ideal) to info@opirgkingston.org. Please indicate if you prefer a one or two year term.

Applications are due February 19 at 8pm. Our Board will review and forward the applications to the membership at our Annual General Meeting on February 24, 5-7pm.

For more information or to submit completed applications please contact info@opirgkingston.org.