

OPIRG York Board of Directors' Portfolio Descriptions

Board Development: (2 members will take on this portfolio)

- Ensure that board members are comfortable in their roles and understand their responsibilities.
- Offer ways for other board members to “check in” in case they need unanticipated guidance in completing their duties.
- Ensure board members receive appropriate training and recommend any necessary trainings they need in order to fulfill their responsibilities (anti-oppression, facilitation, finances, etc).
- Help maintain board training materials for newer members, and for each portfolio.
- Work with Provincial Rep. when fielding recommendations regarding the Board Training School from local board.
- Ensure board accountability by following up on action items.
- Ensure cases of harassment against or by board members are dealt with in a timely manner
- Complete the requirements of provincial's Commitment to Anti-Racism policy for each local
- Ensure recruitment of volunteers and board members who represent the diversity of the university and broader communities (example, reaching out to Community Service Groups)
- Trainings should include:
 - Reading OPIRG York's policy on anti-harassment
 - Reading provincial's commitment to anti-racism
 - How to provide effective training/evaluation videos?

Finance and Administration: (2 members will take on this portfolio)

- Have regular meetings with the Admin Coordinator
- Attend the finance committee meetings
 - Follow checklist
- Be a signing authority for the primary bank account, and for Student Community and Leadership Development (SCLD)
- Work with the Admin Coordinator to create a budget for the upcoming year
- Provide regular updates on the finances to the Board, and the membership at the AGM
- Assist in writing grant proposals for OPIRG projects, events and working groups
- Trainings should include:
 - Admin Calendar
 - Finance Checklist
 - Basics in Quickbooks to follow online

Employer Rep./Staff Liaison: (2 members will take on this portfolio)

- As per the requirements of the Collective Agreement (definitions section), there must be designations of the primary Employer's Representative, and alternate Employer's Rep.
- Act as contact person with the union for matters such as changes in job description, integration of new staff into the union, notifying union of departing staff.

- Act as a check in person for a staff member touching bases regularly to ensure that working conditions and workload are satisfactory to the employee
- Ensure that individual employee's basic needs to effectively function in the workplace are being met.
- Communicate and mediate concerns between board and the individual staff member so as to help create/maintain a functional and safe space.
- Will also keep track of things such as hours, sick days, vacation time and other leaves.
- Meet once every two months with staff for management-labour committee.
- Ensure all employee records remain confidential, and passed on to other board members on a need-to-know basis
- Trainings should include:
 - Reading the Collective Agreement
 - Meeting with CUPE 1281 service rep.
 - Checklist on oversight
 - Receiving hours, updates, etc.
 - Track overtime, vacation, sick days, etc

Provincial Representative: (1 member will take on this portfolio)

- Represent the OPIRG York local at provincial PIRG network related meetings and bring any concerns, questions, or requests the OPIRG York board has to the provincial network as well as bringing any information (updates and opportunities) arising from provincial back to local.
- Help facilitate other Board members' participation in things like the annual Public Interest School or Board Training School and any other provincial related events, meetings, or workshops.
- Ensure that current local policies are being followed and are in line with provincial policy
- Help take on the responsibilities of the local to provincial (we currently sit on the meetings portfolio)