



GLOW Leadership Positions

Overview

GLOW is currently lead by two Service Coordinators and a team of Directors and Facilitators who manage the various duties and functions of GLOW. Directors report to the Service Coordinators, who provide them with guidance, support, and feedback. Facilitators report to the Director of the area to which they are assigned. When a potential volunteer approaches GLOW, they contact the Service Coordinators who will direct them to the Director of the area in which they want to volunteer.

Directors meet with the Service Coordinators in regular meetings held throughout the term. GLOW's Board of Directors meetings are open to all, but attendance is a requirement for Directors. Attendance exceptions may be made at the discretion of the Service Coordinators.

To apply for any positions, e-mail glow@feds.uwaterloo.ca with a resume and a paragraph describing your past involvement with GLOW, if any, and why you would be a good selection for the position. Please also indicate whether you are able to attend regular Director Meetings, and if you are able to commit to volunteering for just the current term or for longer. Being able to volunteer for multiple terms is not the deciding factor, but for the sake of continuity, preference will be given to students who can commit for multiple terms. Peer support training is required for all positions and can be obtained throughout the term.

If you have any comments, suggestions, questions or concerns you can always contact us at glow@feds.uwaterloo.ca. GLOW is *your* queer campus organization, so we value your input!

Service Coordinator

The GLOW Service Coordinator represents GLOW in the Federation of Students, as well as in the University of Waterloo LGBTQQ Advisory Committee. The Service Coordinator appoints Directors to manage the various duties and functions of GLOW. The Service Coordinator organizes and facilitates regular Director Meetings with Directors and oversees the operation of GLOW. The Service Coordinator works with Coordinators in other Federation of Students services, as well as acts as a liaison between GLOW and the Federation of Students and University of Waterloo Administrations. The Service Coordinator has signing authority and reports to the Vice-President Internal of the Federation of Students.

Directors

NB: each Director's responsibilities may be expanded to include those not covered by vacant positions, through mutually-agreed assignment of tasks on an as-needed basis.

Ally Network Director

The Ally Network Director is responsible for the operation of GLOW's Ally Network. This requires keeping an updated database of those who have taken training, planning training sessions, and developing current and new training sessions. This should be an individual who is comfortable with public speaking and has experience in peer education.

Community Centre Director

The Community Centre Director is responsible for the operation of the GLOW Community Centre. The Community Centre Director ensures volunteers are trained and following proper Centre logging and library procedures, as well as maintaining a proper atmosphere in the Centre. The Community Centre Director should be an individual who is very familiar with queer resources available in the community and able to provide support for Centre volunteers should they be unaware of how to answer a question or if an incident occurs.

Community Resources Director

The Community Resource Director is responsible for liaising with local queer-affiliated organizations (Tri-Pride, WLU Rainbow Centre, ACCKWA, etc.) and keeping the other Directors updated regarding events and developments in the community. The Community Resource Director is also responsible for keeping GLOW's pamphlet rack up-to-date and organized.

Finance Director

The Finance Director is responsible for creating and maintaining GLOW's yearly budget as well as looking for new opportunities to apply for grants, either within the Federation of Students or externally. The Finance Director ensures cheques requests are properly collected, recorded, signed by the GLOW Coordinator and submitted to the Federation of Students. When applicable, the Finance Director can work with the Special Events Director to hold fundraising events for GLOW.

Library Director

The Library Director is responsible for selecting new books for purchasing, maintaining the computer database of books, tracking down overdue books, and making sure books are stored neatly in the bookcases. The Library Director also works with the Community Centre Director to ensure proper training for Centre volunteers on how to register patrons and sign books in and out. The Library Director is also responsible for making sure GLOW's magazine subscriptions are up-to-date.

Marketing Director

The Marketing Director is responsible for designing, revising, and maintaining GLOW's website, and for developing marketing materials such as posters and graphics for advertisements. The Marketing Director assists other Directors in advertising their events and services, provided that the Marketing Director is given reasonable workloads and timeframes.

Ongoing Events Director

The Ongoing Events Director promotes and provides support for ongoing events such as the afterGLOW Social, Sapphic Mondays, Tuesday Movie Mayhem, and any other events which might occur in the future. The Ongoing Events Director does this by helping to recruit volunteers, promote events and follow proper Federation of Students procedures for events. The Ongoing Events Director is also expected to investigate and explore possible ongoing events which GLOW may want to initiate in the future.

Peer Support Director

The Peer Support Director is responsible for the GLOW Peer Support and Information Line, and peer support training for both phone line and Community Centre volunteers. The phone line requires individuals trained on peer support, and specially trained to provide phone-based peer support. The Peer Support Director is responsible for training potential volunteers interested in either role, and ensuring both are run in a proper manner.

Special Events Director

The Special Events Director is responsible for overseeing several special events such as Coming Out Week, Queer Dances, Movie Nights, Toronto Pride Parade, etc. These events are meant to provide a safe environment for queer people and their friends, in order to meet new people, provide support, create awareness and/or socialize. The Special Events Director is not necessarily responsible for holding events themselves but provides support and training for those who wish to by helping to recruit volunteers, promote events and follow proper Federation of Students procedures for events.

Regular GLOW-hosted Event Facilitators

(list may change throughout the term)

Sapphic Mondays Facilitators

The Sapphic Mondays Facilitators report to the Ongoing Events Director. They are responsible for organizing and running social events with a focus on queer women. These events must ensure a safe and supportive environment, and follow proper Federation of Students procedures for events.

Tuesday Movie Mayhem Facilitators

The Tuesday Movie Mayhem Facilitators report to the Ongoing Events Director. They are responsible for organizing weekly outings to see movies at local theatres like the Conestoga Galaxy or Princess Cinemas as well as post-movie socials at various cafes in Uptown Waterloo (currently Cafe 1842). These outings are informal and very relaxed, aiming to provide social space for people to enjoy new movies together and discuss them.