



GLOW Board of Directors

Executive

The Executive are responsible for the overall operation of GLOW. The Executive consists of two Coordinators and four Directors. All Executive members must be students at the University of Waterloo, with a majority of Executive positions held by full-time undergraduate students. Both Coordinator positions must be held by full-time undergraduate students.

Coordinators

The Coordinators are responsible for the day-to-day operations and development of GLOW. The Coordinators are involved in maintaining the safe atmosphere of the Centre. The Coordinators are appointed by and report to the Vice-President, Internal of the Federation of Students and are ratified by Students Council of the Federation of Students. Coordinators make a term-by-term commitment, and also aid in the selection of new Coordinators, should they choose not to remain in the position. Coordinators hold the same responsibilities as general volunteers in addition to their coordinator duties. Coordinators must have served as volunteers with GLOW for at least two terms, and would ideally have volunteered in a Director position. All Coordinators should have the following qualifications:

- Knowledge and understanding of issues, needs and experiences of LGBTQ* individuals in the post-secondary setting
- Experience with the LGBTQ* community at UW and/or local community
- Excellent coordination and planning skills with strength in organization
- Exceptional communication skills, including relationship building and public speaking
- A professional attitude and strong sense of responsibility
- Strong leadership skills
- Basic computer knowledge including word processing, Internet use and research

The following is a list of Coordinator Positions along with each position's specific duties. These duties are subject to change should the Coordinators decide it is appropriate to do so.

Administration Coordinator

The Administration Coordinator is responsible for the organizational administration of GLOW, which includes communications, budgeting and Director oversight. At the end of each term, the Administration Coordinator is required to submit an end of term report to the Vice-President, Internal. Both Coordinators work together to provide recognition for the volunteers who give their time to GLOW. Other various tasks include:

- Maintaining GLOW email and mailing list, including responding to emails in a timely manner
- Using past and current information to create the budget proposal, as well as ensure that the budget is properly distributed and maintained
- Creating the agenda for Executive meetings, chairing those meetings and submitting minutes to Directors for approval, in conjunction with the Operations Coordinator
- Taking primary responsibility for any high-level projects pursued with Feds or the UW administration
- Representing GLOW at the LGBTQQ Advisory Committee and the LGBTQQ Working Group

Operations Coordinator

The Operations Coordinator is responsible for organizing the general volunteers, which includes communications, training and management. At the end of each term, the Operations Coordinator is required to submit an end of term report to the Vice-President, Internal. Both Coordinators work together to provide recognition for the volunteers who give their time to GLOW. Other various tasks include:

- Recruitment of volunteers through Clubs & Services Days and speaking to classes
- Organizing the Volunteer Meet and Greet, and hold the initial training workshop to introduce volunteers to GLOW, and provide necessary information and resources
- Organizing the Office Hours schedule and maintaining the Key List
- Organizing extra training for volunteers, such as workshops to increase the volunteers' knowledge of issues pertaining to sexual orientation and gender identity
- Providing leadership and resources to the Directors to ensure that they can complete their tasks effectively, in conjunction with the Administration Coordinator
- Representing GLOW at the LGBTQQ Advisory Committee and the LGBTQQ Working Group

Directors

The Directors are responsible for the specific operations and development of key areas of GLOW. Directors are appointed on a term-by-term basis by the Coordinators, report to the Coordinators, and sit in on regular GLOW Executive meetings to provide input on the various aspects of the service. Directors must have served as volunteers with GLOW for at least one term, but exceptions may be made in some circumstances (e.g. transfer students who have served at other campus organizations). Directors may be asked to facilitate training sessions for volunteers based on their area of expertise. Directors are also encouraged to assemble working groups of interested general volunteers to accomplish their tasks, but should be careful to avoid downloading all responsibility to others.

All Directors have the following duties:

- Attend Director meetings
- Ensure cheque requests are properly collected, recorded and submitted to the Administration Coordinator
- If necessary, submit Federation of Students Service Event Forms for all events; apply for funding subsidies to cover costs; use appropriate discretion for event budgets

All Directors should have the following qualifications:

- Excellent coordination and planning skills, with strength in organization
- Excellent communication skills
- A professional attitude and sense of responsibility
- Leadership skills
- Willingness and enthusiasm to learn
- Sense of creativity to further the organizational mandate

The following is a list of Director Positions along with each position's specific duties. These duties are subject to change should the Executive decide it is appropriate to do so.

Director of Education

The Director of Education is responsible for awareness campaigns and educational events regarding sexual orientation, gender identity and other issues pertaining to the LGBTQ* community. The various tasks for the Director of Education include:

- Facilitation and updating of Ally Training program
- Exploration of implementing Positive Space Campaign at UW
- Responsible for organizing at least one political/advocacy/visibility event and one educational event within each campaign
- Working with Director of Social Affairs to implement week-long campaigns

Director of Marketing & Communications

The Director of Marketing & Communications is responsible for the promotion and marketing of GLOW as a whole, in addition to the individual services and events. The various tasks for the Director of Marketing & Communications include:

- Designing, revising, maintaining and updating the GLOW website when necessary
- Developing promotional materials such as posters, graphics, flyers, buttons and brochures
- Employing social media where possible
- Assisting Coordinators and other Directors to advertise their events and services

Director of Peer Support & Resources

The Director of Peer Support & Resources is responsible for maintaining the GLOW Peer Support Phone Line, the GLOW Library and ensuring that new resources are sourced and added to the library on a regular basis. The various tasks for the Director of Peer Support & Resources include:

- Training of Phone Line Volunteers and maintenance of training materials
- Overseeing implementation of Peer Support "Live Chat", a new GLOW initiative
- Selecting new books, films and other media for purchasing
- Ensuring resources are properly returned and organized to the library
- Ensuring magazine subscriptions and pamphlet racks are organized and up-to-date
- Compiling scholarly research about specific queer communities and updating appropriate binders

Director of Social Affairs

The Director of Social Affairs is responsible for providing leadership and support for social programming. The various tasks of the Director of Social Affairs include:

- Promoting and providing support for ongoing events
- Selection of facilitators for ongoing events, if necessary
- Exploring and instituting new ongoing events
- Overseeing at least two smaller, and one large-scale social events within each week-long campaign (e.g. Coming Out Week and Trans Awareness Week in Fall term)
- Laying foundations of projects for future terms, to provide continuity to the service

Other Board of Director Members

Undergraduate Students, graduate students, faculty, staff and community members may serve in the following positions, so long as the majority of the Board of Directors is full-time undergraduate students.

Advisory Council

The Advisory Council consists of 1-2 individuals who have had past experience with GLOW (or have had relevant experience with the queer community) who attend regular GLOW Executive meetings. These individuals are not responsible for execution or oversight of services or events, but serve to provide insight to the Coordinators and Directors in the execution of their duties, as well as in the operation of GLOW as a whole. Council members are appointed on a term-by-term basis by the Coordinators.

Regular GLOW-hosted Event Facilitators

(list may change throughout the term)

Event Facilitators report to the Director of Social Affairs. While not officially part of the GLOW Executive Board, Facilitators are encouraged to attend Executive meetings and provide input, particularly with respect to the running of their event.

Sapphic Mondays Facilitator

The Sapphic Mondays Facilitator is responsible for organizing and running at least 10 social events per term 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 Facilitator

The Tuesday Movie Mayhem Facilitator is responsible for organizing and running at least 10 movie nights per term. The movie nights are to take place primarily on campus, and to be followed by a post-movie social at a local café. These events must ensure a safe and supportive environment, and follow proper Federation of Students procedures for events.