



PRINCE GEORGE PUBLIC INTEREST RESEARCH GROUP

We are UNBC's non-profit student society engaging students and community in social + environmental justice since 1995. PGPIRG is dedicated to research, education, advocacy, and action in the public interest.

TERMS OF REFERENCE	
Objective	The Board of Directors' purpose is to provide oversight, guidance, and strategic input regarding the Prince George Public Interest Research Group's operations and activities. The Board oversees the Executive Director (ED) and ensures that PGPIRG remains accountable to the interests of its membership.
Background	Public Interest Research Groups (PIRGs) are student-directed, student-funded, independent non-profit organizations based on post-secondary campuses across Canada and the U.S. We believe in engaging and empowering youth to take action on social and environmental issues in the public interest of the region in which the University of Northern British Columbia is located. As a campus-based organization, PGPIRG is proud to bring together a diverse range of people who share a commitment to inclusivity, intersectionality, anti-oppression, climate justice, racial justice, gender equality, Indigenous sovereignties, bodily autonomy, accountability, and integrity.
Structure	As outlined in PGPIRG's bylaws, "There shall be no more than seven (7) and no fewer than three (3) members of the Board of Directors. At any given time, a majority of the Board must be registered University of Northern British Columbia students. They shall be elected in accordance with Bylaw 7, or in cases where Board positions are not contested, or when interim Directors are needed, appointed by the Board upon consensus or unanimous resolution." The Board will provide collective oversight of the functions of the organization and will be integral to advancing and actualizing PGPIRG's mandate through their own initiatives and interests. Directors will serve a 1-year term.
Roles & Responsibilities	<p>The Board will support student engagement in both the initiatives of PGPIRG and current issues relevant to PGPIRG by:</p> <ul style="list-style-type: none"> • Promoting PGPIRG events and initiatives on social media • Highlighting events, resources, etc. to be promoted by PGPIRG • Meeting the requirements of their director's mandate <p>As outlined in PGPIRG's bylaws, "The Board is collectively responsible for all functions and duties listed in Bylaw 4 (2) (a) but may, as it deems appropriate, name individual Directors as primarily responsible for specific duties."</p> <p>At the beginning of their term, the Board shall meet to discuss the assignment of portfolios. Each director will serve as the main contact to respond to and advance the initiatives relevant to their assigned portfolio.</p> <ul style="list-style-type: none"> • <i>Hiring:</i> <ul style="list-style-type: none"> ○ Supporting the ED in the hiring processes (may include assisting with creating job postings and interview questions, attending interviews, and drafting employee contracts) ○ Supporting the ED in establishing and maintaining an evaluation process to learn feedback from employees ○ Signing employee remuneration cheques ○ Maintaining access to PGPIRG's Integris Credit Union accounts and abide by the co-signor guidelines ○ Conducting regular check-ins with employees to ensure they are



PRINCE GEORGE PUBLIC INTEREST RESEARCH GROUP

We are UNBC's non-profit student society engaging students and community in social + environmental justice since 1995. PGPIRG is dedicated to research, education, advocacy, and action in the public interest.

	<p>performing at the expected, agreed-upon, standard and that their work conditions also meet the appropriate standards</p> <ul style="list-style-type: none">○ Advocating for employees' well-being and worker rights as needed <ul style="list-style-type: none">● Communications:<ul style="list-style-type: none">○ Working with the ED to develop a communications plan○ Having access and contributing to PGPIRG's social media○ Liaise with PGPIRG staff to social media create content○ Liaise with outside entities such as UNBC Communications, local media, and other organizations to develop awareness of PGPIRG's various programs and initiatives● Events & Project Development:<ul style="list-style-type: none">○ Working with the ED or relevant staff to draw up a periodical (bimonthly, monthly, or quarterly) schedule for events and projects○ Creating a planning tool template for easy mapping of events/project activities, needed inputs, risks and assumptions, desired short-term outputs, and longer-term outcomes and goals○ Developing a theory of change for PGPIRG events & projects (i.e. What does progress/success look like for us?)○ Working with the ED to translate day-to-day activities into a work plan that captures timeliness, desired impacts, and means of evaluating event/project success○ Supporting the ED in responding to calls for collaboration on events, as well as planning and organizing PGPIRG events● Community & Student Engagement:<ul style="list-style-type: none">○ Developing and administering a yearly survey to serve as an annual "check-in" with PGPIRG's membership (aka the UNBC student body)○ Supporting the ED and/or other PGPIRG staff in establishing evaluation targets to ensure that programs and opportunities continue to support the community/students○ Working with the ED and staff to develop other outreach opportunities to raise awareness of PGPIRG○ Working with the ED to design and organize volunteer opportunities which may involve developing a list of volunteers, working with relevant UNBC faculty/courses, etc.○ Supporting the planning and facilitation of the AGM● Finances, Fundraising, and Grants<ul style="list-style-type: none">○ Serving as the primary director supporting the ED to be apprised of PGPIRG finances○ Seeking and developing fundraising opportunities○ Researching and supporting the ED to develop grant proposals● Research<ul style="list-style-type: none">○ Coordinating with the ED and relevant UNBC departments/faculty to develop internship and other research opportunities
--	---



PRINCE GEORGE PUBLIC INTEREST RESEARCH GROUP

We are UNBC’s non-profit student society engaging students and community in social + environmental justice since 1995. PGPIRG is dedicated to research, education, advocacy, and action in the public interest.

	<ul style="list-style-type: none"> ○ Liaising with faculty who are interested in developing research initiatives through PGPIRG ○ Developing relationships with the UNBC Research Ambassadors etc. to explore collaboration opportunities <p>Each director will be responsible for developing hand-over materials related to their portfolio to support the transition for the new Directors. Handover materials should include:</p> <ul style="list-style-type: none"> ✓ Summary of important information related to that portfolio ✓ List of ongoing or active initiatives ✓ Advice/recommendations for the incoming director
Meeting Logistics	<p>Directors are expected to attend meetings, including reviewing and preparing necessary agenda items. Directors are expected to identify a note-taker who will take minutes and distribute said minutes prior to the next meeting. Meetings will be held at least once per month, either in-person or via video conferencing. Baseline commitment of 5 hours per month.</p>
Values and Guiding Principles	<p>Values:</p> <ul style="list-style-type: none"> ✓ Justice ✓ Respect ✓ Consensus ✓ Community ✓ Cooperation ✓ Accountability <p>On Organizing:</p> <ul style="list-style-type: none"> ✓ Be Inclusive ✓ Emphasis on Bottom-Up Organizing ✓ Let People Speak for Themselves ✓ Work Together in Solidarity and Mutuality ✓ Build Just Relationships Among Ourselves ✓ Commitment to Self-Transformation <p><i>*These are the Jemez Principles for Democratic Organizing</i></p>
Support	<p>The ED will be available to support the Board in the following ways:</p> <ul style="list-style-type: none"> ✓ Scheduling and chairing meetings if requested ✓ Sharing communications between Directors ✓ Distributing meeting agendas and/or minutes ✓ Providing requested materials to Directors ✓ Serving as the primary contact person and holder of relationships with contact organizations ✓ Ensuring that all Directors are informed of PGPIRG’s ongoing activities, operations, and communications
Date of Approval	October 2020
Date of Review	March 2026