



Committees & Volunteers Guide

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Overview

This document outlines the organizational structure of the Canadian University Queer Services Conference. This includes outlining committees and how they function, their responsibilities both as units and collectively, as well as the roles of volunteers.

This document is to be used by all following conferences as a resource.

Grand Committee Layout

The Steering Committee shall govern all control over the organization of the conference. The committee shall be composed of the Conference Chair as well as the lead coordinator of each unit committee. The Steering Committee is responsible for ensuring the proper execution of procedure from start to finish.



The Steering Committee is the primary committee. The overlaps of the unit committees represent the lead from each unit being a part of the Steering Committee.

Committees & Responsibilities

The following is the list of committees, their lead's responsibilities and the tasks associated with each.

Steering Committee

Leader: Caitlyn McMillian
Responsibilities:

- Oversee the conference - monitoring function, time, and costs
- Represent the Conference
- Form the Steering Committee

Key Tasks:

- Establish the conference's goals & objectives
- Collectively work to ensure conference is a success

Graphics & Communications Committee

Leader: Dan Shier
Responsibilities:

- Direct the overall look of the conference
- Ensure clear communication between all facets of conference

Key Tasks:

- Website
- Registration
- Information Signs (Stands, Directions, etc.)
- Community Advertising (University & City)
- Online Advertising (Facebook, Twitter, Google, etc.)
- Printed Material (Posters, Literature, Apparel, ID, etc.)
- Communicate sponsors / funders
- Work with other committees to provide graphic/communication needs

Workshop & Caucus Committee

Leader:

- Responsibilities:
- Create a committee responsible for providing the workshop & caucus events
 - Identify all needs and arrange for them to be met

Key Tasks:

- Find and secure workshop facilitators
- Organize caucus groups (with feedback in mind)
- Create “Thank You” packages for speakers / facilitators
- Establish a budget/funds to pay for facilitators
- Work with Speakers & Events Committee for speakers
- Work with Venue & Accommodations Committee for space

Speakers & Events Committee

Leader:

- Responsibilities:
- Create a committee responsible for providing the speakers & events
 - Identify all needs and arrange for them to be met

Key Tasks:

- Find and secure Keynote Speakers
- Plan and organize events including: DIVAS, movie nights, wet & dry socials, etc.
- Secure rights to movie licences
- Establish a budget/funds to pay for speakers & events
- Work with Workshop & Caucus Committee for facilitators
- Work with Venue & Accommodations Committee for space

Venue & Accommodations Committee

Leader: Haanim Nur

Responsibilities:

- Ensure all committees have proper venues & back up venues
- Ensure all delegates have accommodations

Key Tasks:

- Book & organize Residence spaces for delegates. 5 days, 4 nights
- Design meal plan and food option for resident delegates
- Arrange meals for conference (noting all dietary needs)
- Book and secure venues for caucus meetings, workshops, events, keynote, plenaries.
- Work with Speakers & Events Committee for their needs
- Work with Workshops & Caucus Committee for their needs
- If needed, arrange hotel accommodations for speakers, etc.
- Ensure all venues are accessible (physically, invisibly, etc.)

Financial Committee

Leader: Lisa Smith?

Responsibilities:

- Ensure all committees have adequate funding
- Ensure conference stays on track financially

Key Tasks:

- Create and maintain Grand Budget
- Monitor committee spending & individual budgets
- Work with Funding Committee for financial needs

Anti-Harassment & Accessibility Committee

Leader: Anna Romanowicz

- Responsibilities:
- Be a resource for harassment prevention for conference
 - Address all accessibility needs
 - Develop guidelines and workshops to present to all in attendance

- Key Tasks:
- Develop an Anti-Oppression Workshop to present to facilitators
 - Develop conference guidelines to prevent harassment
 - Present a speech to conference about proper behaviours
 - Be available throughout the conference to assist in harassment issues
 - Review accessibility needs from registrations & accommodate
 - Work with Venue & Accommodations Committee to ensure venues are accessible

Volunteer Organizing Committee

Leader: Renée Hoffart

Co Leader: Anna Romanowicz

- Responsibilities:
- Recruit volunteers for Conference

- Key Tasks:
- Find volunteers
 - Develop volunteer contract
 - Train volunteers for specific tasks; run through anti-harassment training
 - Delegate volunteers to committees/ tasks
 - Create volunteer “Thank You” gifts
 - Assess volunteers’ strengths to ensure efficient and enthusiastic participation

Volunteer Supervising Committee

Leader: Anna Romanowicz
Co Leader: Shannon Berry
Responsibilities:

- Supervise volunteers during conference

Key Tasks:

- Determine volunteer needs for all conference programming
- Request volunteers from Volunteer Organizing Committee
- Schedule volunteers & back ups for needs
- Ensure volunteers are aware of how to handle emergencies, unusual situations

Funding & Sponsorship Committee

Leader: Jonathan Petrychyn
Responsibilities:

- Seek out and secure funding for conference

Key Tasks:

- Determine funding needs from Financial Committee
- Apply for conference grants at university
- Apply for cooperate & community sponsorship
- Request in-kind donations for gift bags, etc.
- Identify special-needs sponsors (printing, transportation/taxi, food, etc.)
- Present general sponsors with sponsorship level packages
- Ensure sponsor needs & requests are made (logo placement, visibility, etc.)

Arts & Culture Committee

Leader: Joel Kovach
Responsibilities:

- Organize art displays and involve community input

Key Tasks:

- Organize a show at the Fifth Parallel Gallery
- Call for submissions from community
- Promote both in conference and to community

Community Liaisons

Leader: Leah Keiser
Responsibilities:

- Act as the key link between the conference and Saskatchewan

Key Tasks:

- Reach out to community groups, leaders for donations, volunteers, speakers, etc.
- Invite community members to conference
- Find ways to incorporate conference into the City of Regina

National Organizing Committee

Leader: Barry McLeod
Responsibilities:

- Identify and recruited volunteers from other provinces
- Promote conference nationwide

Key Tasks:

- Find pride centres, community groups, Students' Unions/Associations interested
- Create a discussion network to talk about needs/wants of the conference
- Distribute promotional material, registration information, etc.
- Act as the Lead Delegate for "groups" attending the conference

Volunteer Responsibilities

Volunteers are asked to take on very important responsibilities when getting involved in the conference. As such, it is very important that volunteers fulfill their tasks in a timely and complete manner. Unlike other volunteer jobs, these tasks need to be completed for the conference to be successfully executed.

Authority

The CUQSC Organization consists of 3 levels of authority. This ensures that each committee has a clearly defined authority figure to lead the group and delegate tasks. This also ensures that leaders from other committees cannot make unreasonable requests outside their committee.

Level 1 – Steering Committee This committee is the primary committee of the Organization and consists of the Conference Leader as well as leaders from all other committee units. The Conference Leader is responsible for all other committee leaders.

Level 2 – Committee Leaders Each committee has a designated Leader. This person is responsible for all volunteers within their committee. This person is responsible for communicating the needs of the Steering Committee and fulfilling them within their committee. No committee leader may take an authoritative role in another committee unless they are delegated as the leader. If they take part in another committee, they are simply a volunteer and must follow that committee's leader's authority.

Level 3 – Volunteers As volunteers you hold the responsibility of representing the conference in a positive light while maintaining respect amongst delegates and other officials. You may carry your own authority as a conference volunteer however you do not have the right to go above your committee leader without prior consult. Leaders are required to ensure all volunteers have a clearly outlined mode of communication should issues arise.