



## GLOW Director Positions

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 Board 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

## 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.