

Centre for Gender Advocacy

Action Group Guidelines

Effective February 13, 2012

Action Group definition:

An Action Group is a student and community volunteer-driven project, group, campaign or collective that organizes around ongoing or long-term social justice issues that fall within the Centre for Gender Advocacy's (the Centre) mandate. Action Groups may focus on research, events, actions, publications, and other diverse activities.

Action Groups need mid to long-term funding and stable access to resources. Action Groups have goals that continue beyond a single academic year. They maintain a membership that is open to/includes Concordia University students and holds regular meetings, a significant portion of which take place at the Centre. Action Groups require the resources the Centre provides, and make an effort to use them. Reciprocal communication between the Centre and its Action Groups is essential. Action Groups have regular communication with Centre staff, and are required to submit bi-annual reports.

Requirements of Action Groups:

- Uphold the Centre's mandate to promote gender equality and empowerment particularly as it relates to marginalized communities. The Centre encourages action and analysis that demonstrates an intersectional, feminist approach.
- Maintain a membership that is open to/ includes Concordia students and hold regular, publicized open meetings and/or events.
- Have long-term goals with activities that continue beyond the current year.
- Take advantage of the resources and services the Centre provides.
- Have regular communication with the Centre staff, submit bi-annual reports and maintain financial accountability to the group and to the Centre.
- Action Groups will be subject to a 6-month probationary period with an evaluation meeting to be held with the Action Group liaison after 2 months.
- The Centre will promote Action Groups and in exchange, Action Groups will help to promote the Centre's goals and events. Action Groups will display the Centre's logo on their material, online media and verbally acknowledge the Centre events, and provide the Centre with copies of any promotional material such as stickers, posters, etc.
- Action Groups are required to promote their events to the best of their ability.
- Action Group representatives may be asked to present at the Centre's AGM or at a Centre event.
- Action Groups will be required to participate in one cleaning day a year

Services provided to Action Groups by the Centre:

- Priority access to funding. In their first year, action groups will receive \$300-\$500 to be used throughout the calendar year at the discretion of group members towards their goals.

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In addition to funding, the Centre will provide Action Groups with the following resources and services:

- Use of booking calendar and access to free meeting or event space (in the lounge and board room) at 1500 de Maisonneuve W., suite 404 as well as free or low-cost room bookings on the Concordia campus
- Access to the Centre resource libraries, and the opportunity to recommend relevant materials.
- Access to Adobe Creative Suite software (InDesign, Illustrator, Photoshop, Acrobat pro).
- Access to wireless internet, computers and phone.
- Photocopying (B & W) with advanced notice.
- Projector, megaphone, button-maker by advance request. Assistance with promotion of events and volunteer opportunities on the Centre list serve, website, and facebook page.
- Some guidance with applications for external funding sources and grants when possible
- Mailing address and storage

Please note: The above-mentioned services are granted free or at low cost to Centre Action Groups, the Centre does not grant funds towards these items.

Procedures:

A. Check-ins

An Action Group representative must meet with the Centre Action Group Liaison at least once every 2 months. The initial meeting with the Action Group Liaison should consist of: a preliminary budget, timeline and goal summary.

Bi-annual reports from Action Groups must include an activity report and financial update.

B. Funding

All new Action Groups (that have not previously functioned as campaigns of the Centre) will start at \$300-\$500 in their first year.

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After the first year, if the Action Group is re-accepted, funding will be based on the group's track record and demonstrated needs. The Centre's board will determine the funding allocated to each group.

Action Groups must provide the Centre with receipts for items purchased with the Centre's funds for purchases and maintain an up-to-date list of expenditures and activities during the funding year.

C. Duration

Action Groups will be considered "active" for 12 months from the date of approval, or until their final report is submitted.

Action Groups must reapply every year.

Renewal of Action Group status will be contingent on available funding, demonstrated commitment, and activity and relevance to the Centre's mandate.

D. Formation of new groups

The Action Group liaison may, in consultation with other Centre staff and board, invite members of current groups, campaigns or projects to apply for Action Group status.

The Action Group liaison may, in consultation with other Centre staff and board, send out a call-out for a specific Action Group that the Centre feels would enhance the life of the Centre but does not yet exist.

The Action Group liaison may, in consultation with other Centre staff and board, send out an open call-out for new Action Groups.

All prospective Action Groups must submit a letter of intent for consideration by the Centre's board.

The Centre is under no obligation to accept new action groups at any time. Given the limited resources of the Centre, expansion in numbers of working groups is at the discretion of the board.