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**Anti-Violence Project Collective
Terms of Reference
Last updated: August 2021**

Type

- A. Membership collective that includes undergraduate and graduate students, representatives from various community groups, former Anti-Violence Project (AVP) staff and other members as identified by staff and the Collective.

Purpose

- A. Advise, assist and support AVP and ensure the effective, accountable, and independent operation of the organization. The Collective is advisory in nature and as such retains no veto power, or direct power over staff, nor the ability to override the decisions, bylaws, or policy of the UVSS.¹

AVP Membership

- A. All undergraduate and graduate students at the University of Victoria.

Member Duties

- A. Attend a mandatory orientation, including anti-oppression training.
- B. Provide advice and guidance in setting the priorities of AVP, and encourage organizational transparency through the publication of an annual report, summarizing support statistics, events, projects, programming, and budgeted vs actual spending for the year.
- C. Serve as support when staff experience challenges, act as an accountability structure, and
- D. Assist staff in finding collaborative solutions when identified goals aren't being met.
- E. Provide additional resources and skill sharing that will increase the capacity of staff and volunteers.
- F. Assist in expanding community engagement with AVP.
- G. Assist in AVP's meaningful engagement with the project of decolonization.
- H. Attend at least three meetings per year, each held on a weekday at a time determined to work for the majority of the Collective at the start of each term, and respond to emails in a timely manner.
- I. Be available for up to one hour per month of additional consultation (in person or on the phone). This would be at the discretion of the Collective member.

¹ Power over staff includes personnel decisions. While this is not the purview of the Collective, there are mechanisms for the collective to provide feedback to the UVSS Executive Director, if it feels inappropriate to provide such feedback directly to AVP staff. Please see "Organizational Background," below, for more information.

- J. Allow AVP to publish your name and bio as a member of the Advisory Collective.
- K. Contribute your expertise and thinking to the current and future work of AVP.
- L. Support the Community Coordinator in the strategic development of AVP services, programs, and projects.
- M. Approve cheque requisitions, time sheets, overtime and additional Coordinator hours for specific projects, and provide that information to the UVSS Executive Director.
 - a. A subset of members shall be elected signing authorities, and trained accordingly by the Community Coordinator. For more information, refer to the UVSS Advocacy Groups and Affiliated Organizations Policy.
 - b. One member will be elected as the Staff Liaison for a period of at least four months. These members will be responsible for communicating Collective questions or suggestions to the AVP Coordinators, or to other relevant UVSS staff.
- N. Participate in the hiring committees of Coordinators as needed.
- O. Receive budget and actual financial statements at each meeting for the year-to-date, and approve the budget in April for the next fiscal year. The fiscal year begins on May 1st and ends April 30th.
- P. Ensure all activities and work are carried out in a manner consistent with the values of AVP, including building and maintaining accessible safer spaces.

Collective Membership

- A. In order to increase our relevancy and diversity of skills, knowledge and experience, AVP strongly encourages self-identified people of colour, people with disabilities, Black, Indigenous, queer, and transgender people to apply. Preference will be given to qualified applicants who self-identify as being from marginalized communities and groups who face systemic barriers. Applicants who wish to do so may self-identify in their application.
- B. The Collective seeks members with expertise in the following areas:
 - Decolonization practices
 - Transformative justice
 - Non-profit organizational accountability and transparency
 - Non-profit organizational budgeting
 - Sexualized violence education and prevention
 - Community engagement
 - Student engagement and perspectives
- C. The Collective shall have a minimum of five and a maximum of 10 members at any given time.
 - a. At least one-third of seats must be reserved for UVic undergraduate students, and one-third must be reserved for UVic graduate students. The final third will be open membership (community members, students, etc.).

Quorum (minimum attendance necessary to conduct a meeting)

- A. At least one coordinator and at least three members of the Collective. Members may participate via videoconferencing if unable to attend a meeting in-person.
- B. Collective members can include their input via email but do not count towards quorum.

Meetings

- A. The Community Coordinator will organize at least three meetings per year, with one each in April, June, and December. Each meeting will be held on a weekday.²
- B. The April and December meetings will review the Winter and Fall terms, respectively, while the June meeting will provide space for the Collective to guide AVP priorities for the next academic year.
- C. Members will be provided with a meal at every meeting.
- D. In-meeting accessibility services such as transcription and interpreters will be provided, upon request, by AVP.
- E. Additional accessibility supports required for AVP business such as bus tickets, child care support, and parking costs will be provided by AVP, up to \$250 per person per calendar year.
 - a. The Support Coordinator is responsible for tracking and processing reimbursements.
- F. The Collective meeting chair will rotate among AVP staff, with opportunities for other members to co-facilitate and take notes.
- G. Members will make decisions in person using a consensus decision-making model.
- H. Non-Collective members may attend meetings upon request and approval by a majority vote by email in advance, or at the start of the meeting.

Application Process Notice Requirements

- A. If a vacancy occurs, instructions for applying to be a Collective member must be published on the AVP website, and on bulletin boards in the Student Union Building, if appropriate, and remain publicly available for at least one month.
- B. The Outreach Coordinator shall publish social media posts advertising the application process using a variety of social media and other forms of digital communications, including through the UVSS and GSS.
- C. All applications must be reviewed by at least $\frac{3}{4}$ of Coordinators, and stored for at least one year. Feedback on unsuccessful applications may be provided upon request.

Term of Office

- A. Shall be two years from the date of appointment. Collective members may apply again for an additional two-year term at a time.

AVP Staff Duties

- A. The Community Coordinator will develop and send out the draft agenda and call for additional agenda items at least one week prior to Collective meetings, and amend the agenda based on any feedback from members no later than 24-hours before the meeting.
- B. The Community Coordinator shall coordinate Collective meetings, including meals, and attend, though they are not required to always chair the meetings.
- C. The Support Coordinator will prepare the budget and present it to the Collective, or equip another staff member to present it if they are unavailable.
- D. Other staff members will attend depending on their availability.

Resignations

- A. Collective members may submit their resignation in writing to the Community Coordinator.

² Meetings will be held online using platforms such as Zoom in extreme weather situations or pandemics.

- B. Failure to attend two meetings in a calendar year without prior notice may result in a loss of Collective member status.
 - a. Appeals will be reviewed by the Collective membership and decisions will be made through a majority vote.

Amendments

- A. Amendments to this policy may be decided by consensus at a Collective meeting after providing public written notice of at least one week.

Organizational Background

1. The Anti-Violence Project (AVP) is an affiliated group of the University of Victoria Students' Society. Founded in 1993, AVP provides support, education, information and advocacy services to survivors and perpetrators of sexualized and gender-based violence, primarily to UVic students, but also to communities as needed.
2. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.
3. The staffing model at AVP follows a non-hierarchical framework. Coordinators work collaboratively and share core duties, as well as take responsibility for specific duties allocated to their particular job. Coordinators are responsible to each other but do not report directly to one another. The UVSS Executive Director is the AVP staff supervisor, and functions as the main point of contact and support should any staff concerns arise.