



Rise Up! a digital archive of feminist activism

VOLUNTEER GUIDE

Updated September, 2024



Thank you for your interest in [*Rise Up! a digital archive of feminist activism*](#). Rise Up depends on the work of volunteers to organize and run this project and we welcome your support.

This guide provides a brief introduction to Rise Up, including:

- Our Goals
- Background
- Volunteering with Rise Up
 - Making a Commitment
 - Volunteer Opportunities
 - Working Groups
 - Other Roles
- Governance

Contact us at info@riseupfeministarchive.ca for more information or to get involved. Keep in touch with Rise Up:

- Sign up for our regular newsletter
- Follow us on social media
 - [Facebook](#)
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OUR GOALS

Rise Up! a digital archive of feminist activism documents and celebrates the initiatives, struggles, and achievements of the Canadian women's movement from the 1970s to the 1990s. Our goal is to preserve original materials representing the radical, grassroots history of this period and to make them readily accessible online to new generations of activists, students, and researchers. In this way, Rise Up contributes to emerging historical understandings as well as current debates and activism.

In particular, we aspire to reflect the diversity of this past activism and strive to make visible the contributions of those who are too often marginalized or invisibilized in mainstream narratives and archives, including Black, Indigenous, and Women of Colour; disabled women; immigrant women; and LGBTQ2S+ persons.

Our newsletters and feature articles, educational resources, social media posts, special projects, and exhibitions — such as the [Women Unite](#) series — also seek to bring together feminist historians and activists from different generations and across diverse communities for reflection and conversation about this period of bold action and significant debate.

BACKGROUND

The Rise Up project began in 2014 when several Toronto-based feminists came together to digitize three socialist feminist publications from our personal history as activists in the 1970s and 1980s:

Cayenne, *Rebel Girls' Rag*, and the *International Women's Day Committee Newsletter*. The project quickly grew into something much more ambitious and we decided to invite others to dig into their own boxes of memorabilia and share their archival materials and stories, particularly those not represented in the history of this period.

We envisioned an online archive of feminist activism built by those who had been directly involved in that activism, reflecting the diversity, debates, and scope of the times. It's been an exciting road since we launched the website in 2015. We are encouraged by all those who have already contributed to Rise Up and by the growing interest, yet we continue to face the ongoing challenges of too few resources.

We know that the archival collection barely scratches the surface in reflecting the scope of feminist activism, particularly by those whose involvement continues to be marginalized or erased from the historical record. There is a long way to go, and we are committed to building a more representative record of feminist activism, while addressing structural barriers and dynamics within our own organizational structures, membership, decision-making, and practices.

We invite prospective volunteers to review **Rise Up's Commitments** [here](#).



VOLUNTEERING WITH RISE UP

Rise Up is managed by volunteers who do the work needed to support and build the project. We do not have an office, equipment, or ongoing staff.

To ensure the project remains sustainable, we are looking for volunteers who are able to make an ongoing commitment to participating in this work and ask that they be realistic about their capacity to do so.

We are also seeking those with relevant knowledge, skills, and/or experience to support Rise Up's development in a range of different areas, as well as a strong interest in furthering the overall project and its goals. Fundamental to this is a willingness to engage in helping Rise Up meet our commitments to addressing structural inequality and oppression in our archival collection, structures, membership, and practices.

Making A Commitment

Prior to making any long-term commitments to volunteering with Rise Up, there is a **3-month exploratory period** during which prospective volunteers are encouraged to attend and participate in Collective and Working Group meetings. This allows both the prospective volunteer and Rise Up to determine if they are a good fit. During this time, members of each Working Group will offer orientation and training, and new volunteers are encouraged to stay in touch with the Volunteer/ Membership Working Group regarding any questions.



Following this 3-month exploratory period, prospective volunteers meet again with the Volunteer/Membership Working Group to evaluate their experience and make a decision about a long-term commitment, and in what capacity.

Volunteer Opportunities

There are several types of volunteer opportunities, each with different time expectations and levels of involvement.

1) Working Groups

Working Groups take responsibility for planning and carrying out the work required to keep Rise Up operating and evolving. Each Working Group is coordinated by a member of the Board. Details about each of the current Rise Up Working Groups are in the following section.

Working group volunteers are expected to participate in the regular meetings of that group and to work on specific tasks and projects that fall within its mandate. The time commitment expected is **between 8-12 hours per month** on average.

In addition to the Working Groups, volunteers are also needed to take on other roles and responsibilities, including finances, administration, human resources management, and newsletter coordination. See the **Other Roles** section on page 12 for further detail.



2) Rise Up Collective/Board of Directors

The Board of Directors is the formal body overseeing the decisions taken by the Rise Up Collective, Working Groups, and volunteers and includes all those who have agreed to act as Chairs of the Rise Up Working Groups plus the President and Secretary-Treasurer. Directors are elected annually at the Annual General Meeting.

Currently the Board currently delegates its responsibilities for strategic planning and managing the day-to-day operations to the Rise Up Collective.

The Collective includes all Board members plus other volunteers who wish to be part of the Collective and take responsibility for its direction. It meets monthly and operates on a consensus-building model for decision-making.

To ensure continuity of decision-making and leadership, those interested in becoming members of the Collective are asked to commit to contributing **15-20 hours a month** and to make a **minimum one year commitment**. The commitment includes participating in the monthly Collective meetings and overseeing Rise Up's direction, priorities, and initiatives. All Collective members are also expected to be an active member of at least one of Rise Up's Working Groups.

3) Individual Tasks

Those with more limited time and availability often choose to work on more specific or time-limited tasks. This could include, for example, copy-editing, website reviews, or specific research/ outreach tasks.

- 4) **Special Working Groups** may be created from time to time for particular projects, such as the Women Unite Interviews. These may draw in volunteers who are involved with this project only.

Working Groups

There is a wide range of options for volunteer involvement as a member of a Working Group. The following offers an overview of our current working groups and what they do.

Outreach and Acquisitions Working Group

- Identifies priorities for and facilitates the collection and acquisition of new archival materials and content
- Researches other websites for related content, possible sources, and links
- Works with individual and organizational donors to manage the donation process

Social Media Working Group

- Builds awareness and fosters conversation through a strong social media strategy
- Participates in developing ideas and creating social media posts

Educational Resources Working Group

- Seeks out educators currently using Rise Up and willing to share resources/assignments/lesson plans
- Researches links to relevant online educational resources
- Develops new educational resources and tools



Archival Content Management Working Group

- Prepares and uploads archival materials including scanning, OCRing, preparing metadata and writing descriptions
- Develops standardized guidelines, protocols, and systems for organizing and managing archival materials
- Assists with development and management of overall website content, including creating and uploading new pages, editing content, correcting and updating metadata information
- Works with Website Manager on developing and updating organizational systems and reorganizing materials

Volunteer and Membership Working Group

- Develops recruitment strategies
- Acts as first contact with new volunteers, providing introductory information, discussing areas of interest, and onboarding
- Follows up with current volunteers about continued involvement
- Maintains a list of volunteers and contact information

Fundraising Working Group

- Researches potential sources of funding from public and private institutions and individual donors
- Develops annual fundraising targets and strategies to achieve financial goals including individual giving campaigns, events, corporate and foundation support.
- Develops and manages fundraising appeals, up to 3 annually
- Completes grant writing and other funding applications

Equity, Diversity, and Inclusion (EDI) Working Group

- Initiates and supports educational work related to EDI questions
- Develops policy and guidelines on EDI matters
- Seeks to expand and diversify Rise Up's networks and facilitate meaningful conversations about the archive with communities whose feminist activism has often been marginalized or erased in the historical record
- Develops collaborative projects featuring activists, researchers and educators working to bring marginalized histories to the centre

Other Roles

The following list includes other responsibilities taken on by volunteers with Rise Up. These duties are usually undertaken by one or two specifically designated members, rather than a Working Group.

Website Development and Technical Operations

- Works under the direction of the Website Administrator on tasks related to maintenance/upgrading/security
- Participates in discussions about new features, elements, functional improvements, etc.
- Manages Rise Up's GSuite and Mailchimp functions

Human Resources and Operations Management

- Manages correspondence, answering questions and providing information
- Grants administration
- Recruits, schedules, and manages Rise Up employees
- Develops and oversees relevant employee policies and practices

Newsletter

- Seeks out and works with a range of potential writers on feature articles
- Coordinates with other Working Groups on newsletters concerning Rise Up updates and news, including new archival materials, events, fundraising, job postings

- Manages the set up and emailing of newsletters on a regular basis
- Maintains updated subscription list

Financial and Administration

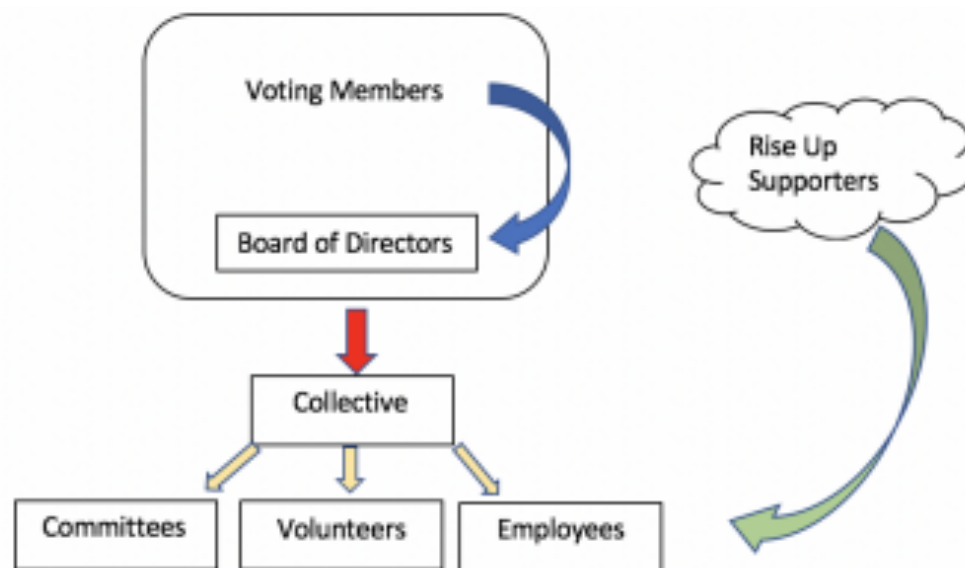
- Keeps up-to-date financial records and ensures regular financial reports and oversight, as required
- Oversees charitable contributions and receipts
- Maintains an up-to-date file of legal and other significant documents, such as governance policy, bylaws, etc.
- Ensures minutes of meetings are recorded and filed
- Files corporate documents and tax documents with the CRA
- Circulates required notices of meetings and other materials for the Annual General Meeting and Board of Directors' meetings

GOVERNANCE

Rise Up incorporated in the spring of 2018 and acquired charitable status in 2019. Our governance plan was approved in January 2018 as part of Incorporation and has been updated as we grow.

- [Current Members of the Board and Collective](#)

Organizational Chart



- ➡ Voting members elect the Board of Directors.
- ➡ The Board of Directors delegates day-to-day management to the Collective which includes all Board Members and may include others.
- ➡ The Collective oversees the work of Committees, other Volunteers, and Employees.
- ➡ Rise Up supporters usually become involved first as Committee members, individual Volunteers, or Employees. They may also become members of the Collective and be elected to the Board.

The Rise Up Governance Plan also includes the following:

- A **Conflict of Interest Policy**: The policy applies to all members of the Board of Directors, all staff, and all volunteers. It defines what a conflict of interest is and describes different types of conflict. It also sets out how the policy will be applied, and the responsibilities for prevention and management. Transparency and good judgment are key elements in the application of the policy.

Volunteers are responsible for respecting the Conflict of Interest policy and should take any questions to the appropriate volunteer coordinator or other member of the Management Committee.

- A **Code of Conduct**: The code establishes that the Board of Directors is committed to teamwork and effective decision-making and sets out a series of expectations for board members.
- The **Articles of Incorporation**: These establish our corporate identity, including our official name; a statement of purpose; restrictions on activities; and types of members.
- Current **Bylaws**: These cover various operational issues such as our financial year; banking arrangements; annual financial statement; description of official positions; membership conditions; notices for meetings; voting; electronic participation; and quorum, among other matters.

The full Rise Up Governance document is available on request.

Registered Charity #780605689 RR 0001

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