

Tips for Moving Your GSA Online

Assess and Respond to Your Group's Needs and Wants

Ahead of your first meeting, check in with your group members to gauge what they would like out of their GSA. Surveying tools or polls are easy ways to gather data from multiple people. It is also important to check in about different access needs. Joining GSA meetings from home may come with a number of added challenges for many members.

Pro tip: Click here for a sample [Needs/Wants Form](#)

Establish an Organizing Committee

A separate organizing committee will allow some members to meet separately ahead of time to take on additional responsibilities for planning GSA meetings. To help things run smoothly, the organizing committee should consist of clear roles with defined responsibilities such as facilitator, note-taker, communications & outreach coordinator, treasurer, staff liaison, etc. It is important that the organizing committee is appointed through a fair process that allows for ongoing feedback from group members.

Pro tip: The committee's make up should reflect the range of identities represented in the group's larger membership (for example, in grade, gender, attraction, ability, religion/faith, or race).

Involve School Staff

The support of your school staff is important, even during busy times in the school year. Teachers, principals, administrators, guidance counsellors, librarians, social workers and other school staff can be great resources. Let allied staff know that your GSA is moving online and [explain why it is especially important at this time](#). At the very least, staff should be able to help with outreach to advertise that your GSA is going virtual!

Pro tip: Guidance counsellors, mental health leads and equity leads may be especially useful at providing support or activities.

Scheduling and Planning

Decide on the frequency, duration and meeting time for your online GSA meetings. Will they always take place during the same time slot, or shift based on continual needs of the group?

Pro tip: Use [Doodle Poll](#) to help narrow down a time suitable for everyone!

Choosing your Videoconferencing Tech

There are lots of options today for FREE video conferencing platforms - many even have features like simultaneous chat and screen sharing. Be sure to consider that the size of your GSA fits with the platform capacity. [Check out these great platforms](#).

Pro tip: Make sure that the video-conferencing tool you choose meets any regulations set out by your school board.

Name Your Group Thoughtfully

Remember that additional safety protections are essential when accommodating members who may wish to participate from home environments in which they cannot be out. For the time being, consider renaming your group something a bit more inconspicuous.

Pro tip: "Social Justice Squad" has a nice ring to it!

Keep all Shared Documents in One Easily Accessible Place

Keep things like the collective ground rules, meeting minutes, lists of shared resources, or any documents relevant to your group in a shared file.

Pro tip: [Google Drive](#) is a top choice, and its apps like Google Doc allow for simultaneous editing.

