



# Call for Nominations – GCAP Executive Officers

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Are you interested in making a difference at Griffith University while gaining valuable experience? The GCAP Executive Officers are responsible for the day-to-day operation of GCAP following the direction provided by the GCAP Committee.

As GCAP is a young organisation, there is a lot that can be done and we're looking for self-motivated people to be able to put our resources to good use. In this document, you'll get the information you need to know about what position might suit you, what you'd be expected to do, what is in it for you, and how you can get involved.

## The Positions

Each position has a specific profile in relation to the GCAP mission. Each Executive Officer also sits on the GCAP Committee. The key duties of specific positions are described before general expectations for all Executive Officers are outlined. Each position has a term from 1 July 2014 to 30 June 2015.

### President

The President of GCAP is responsible for the overall success of GCAP. The President runs committee meetings, acts as the public face of GCAP, and ensures that the organisation follows the rules set out in the Constitution and Regulations. Specifically the President should:

- Coordinate and lead the GCAP Committee
- Guide and support the GCAP Executive Officers
- Act as the public representative of the GCAP to members, media, and other parties
- Oversee the creation and administration of the GCAP budget
- Meet regularly with the General Secretary
- Report to the committee and members regularly
- Liaise with other organisations, particularly the Guild, CAPA, and GUPSA
- Continue to create and adjust policy

### Director (Academic Services) (DA)

The primary role of the DA is to create and implement academic support programs for GCAP members. This can include the creation of new GCAP developed programs or supporting additional and existing Griffith University programs. The DA will:

- Initiate and operate GCAP Academic Support Programs
- Support and coordinate programs offered by other Griffith University departments
- Examine effectiveness of programs (% full; student benefit; etc.)
- Manage the Budget for Academic Services

### **Director (Events) (DEV)**

The DEV oversees all the events that GCAP runs. This can include planning, scheduling, and running of events. In many cases, the events are a team effort so it is important that the DEV use their team to make the events as successful as possible. The DEV's role includes:

- Leading planning of major social and community building events
- Maintaining regular social and cultural events
- Creating and implementing new events as appropriate
- Liaising with other committee members to organise functions as needed

### **Director (Equity) (DEQ)**

Both GCAP and Griffith University are committed to equity. The DEQ's role is to be a bridge between GCAP members and the equity policies and programs offered by Griffith University. More specifically the DEQ shall:

- Work with existing Griffith University services to deliver services tailored to equity groups
- Educate members of equity groups on the services, policies, and rights available to them
- Educate non-members of equity groups on the value of an inclusive learning environment
- Act as a point of contact for GCAP students experience issues related to equity and direct them to appropriate assistance

### **Director (Funding and Grants) (DFG)**

GCAP has a significant funding and grants program that requires an organised person to administer it. The DFG needs to follow current policies and amend the policies where necessary. The DFG shall:

- Coordinate, implement, advertise, and operate existing funding programs
- Update existing policy and program documents
- Develop and implement new funding and grant programs
- Manage the review process
- Monitor compliance of recipients such as reporting requirements
- Work with the Director (Events) to arrange appropriate recognition functions

### **Executive Officer Roles and Responsibilities**

- Act in the best interest of Griffith University Gold Coast postgraduate students
- Participate regularly and actively in GCAP operations
- Be transparent in actions through regular updates on activity to the GCAP Committee
- Make decisions within pre-existing policies
- Regularly attend all committee meetings
- Provide monthly reports to the GCAP committee

Executive Officers are expected to be active outside meeting times. This can include creating policy, managing programs, meeting with other GCAP members, organising and running events, and many other activities, depending on the position. This workload will vary, some weeks will require minimal time (checking and responding to emails a couple of times) whereas other weeks will require a significant amount of work (event preparation, sorting scholarship applications, etc.).

### **What we're looking for**

You are a self-starter who can work on your own. You are not afraid to ask for some help or guidance where you need it. Once you have a vision, you'll work to make it happen. You also

understand that you are working in a team with an aim to benefit all GCAP members. You know that working in a team means updating team members on your activities as well as providing and incorporating suggestions to and from others. Ideally, you can demonstrate that you have the skills and knowledge to succeed in your chosen role. If you are lacking experience in the relevant area, you can show us your transferable skills and experience in learning quickly. We are looking for someone who knows what GCAP is about and can show that they will fit into the culture of inclusiveness and action that we are creating. We value initiative and are happy to answer any questions you may have prior to applying for a position.

### Why get involved?

GCAP is a new and growing organisation that has made a significant impact in its first year of operation. You have the opportunity to help shape GCAP and give it direction for the future. Being involved as an Executive Officer of GCAP can offer the following benefits:

- Skill development – Through working in GCAP you will gain program planning and implementation experience, organisational skills, and budgeting skills,
- The opportunity to make a difference – GCAP has a healthy budget and is making Griffith University Gold Coast a better place to be a postgraduate student.
- Tangible dot points for a CV – Real programs, real money figures, real outcomes. All of these things add context when you say you have “organisational skills” or “event experience”
- Potential to travel and learn – Executive committee members may be able to attend relevant conferences, CAPA meetings, and GCAP team-building retreats

### How to get involved?

1. Read this document and choose what positions you would like to apply for
2. Write a maximum one page response to the following questions;
  - a. What makes you a good candidate for the position?
  - b. What are you hoping to gain from your experience with GCAP?
  - c. What do you know about GCAP?

Write a separate response for each position as the portfolios are quite different and a generic response is unlikely to be effective.

3. Create a maximum two page CV that outlines your relevant experience to the position. Put an emphasis on leadership and include examples of independent work ethic
4. Submit this maximum 3 page document to [s.harris@griffith.edu.au](mailto:s.harris@griffith.edu.au) by 4pm on 22 May 2014

Interviews for the positions will occur on 26 May and 27 May with the aim to appoint the new executive by the Annual General Meeting held on 30 May.

Successful applicants will have a month of crossover time with the current executive officers prior to taking the role formally on 1 July 2014.

If you have any questions about these positions or the application process, please contact the GCAP General Secretary Steve Harris at 5552 8710 or [s.harris@griffith.edu.au](mailto:s.harris@griffith.edu.au).