



Call for Nominations – Executive Officers

Are you interested in making a difference at Griffith University while gaining valuable experience? The GCAP Committee runs the day-to-day operations of GCAP and the Executive Officers are each responsible for specific parts to make sure GCAP runs efficiently.

As GCAP is a young organisation, there is a lot that can be done and we're looking for self-motivated people with a vision to put our resources to good use. In this document, you'll get the information you need to know 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

In this round of nominations we are looking to fill the role of President as well as three Director positions. Each of these positions has a specific profile in relation to the GCAP mission. First, the key duties of the specific positions are described followed the roles and responsibilities of members of the Executive. Each of these positions will be for the period of 30 November 2014 to 30 June 2015 with the ability to nominate and apply for a second term.

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 newly developed GCAP programs or supporting additional and existing Griffith University programs.

- Initiate and operate GCAP Academic Support Programs
- Support, and coordinate programs offered and developed by other Griffith University departments
- Examine effectiveness of programs (% full; student benefit; etc)
- Provide monthly reports that include details on programs run, programs supported, and upcoming programs
- Manage the Budget for Academic Services

Director (Events) (DEV)

- Plan up to three major events per year
- Maintain regular social events (such as social Fridays; lunches; coffees)
- Help coordinate GCAP social sport, Explore Australia and Sunday Funday events
- Create and implement other new events as appropriate
- Liaise with other committee members to organise functions as needed

Director (Funding and Grants) (DFG)

- Coordinate, implement, advertise, and operate existing funding programs (CCEF; Scholarships; Conference funding)
- Update existing policy and program documents
- Develop and implement new funding and grant programs
- Manage the review process including finding reviewers; providing adequate guidance and time; and recognition
- Monitor compliance of recipients such as reporting requirements
- Work the Director (Events) to arrange appropriate recognition functions

Executive Officers Roles and Responsibilities

- Act in the best interest of Griffith University Postgraduate students enrolled on the Gold Coast
- Participate regularly and actively in GCAP operations
- Be transparent in actions through regular updates on activity to the General Council
- Make decisions within pre-existing policies
- Regularly attend all Committee meetings (1 per month)

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 Director 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 out 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 role, 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 and a half of operations on campus. 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, budgeting skills,
- The opportunity to make a difference – GCAP can really make 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 that add context when you say you have “organisational skills” or “event experience”
- Potential to travel and learn – Executive Officers 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 by 4pm on 7 November 2014

A panel of three (GCAP Secretary, a GCAP member, and a member of another organisation) will shortlist candidates and conduct an interview process to identify the successful applicant aiming for a 30 November start date.

If you have any questions about these positions or the application process, please contact GCAP Secretary Steve Harris, s.harris@griffith.edu.au or 5552 8710.