



QUEEN'S PROJECT ON INTERNATIONAL DEVELOPMENT

APPLICATION FOR FINANCE AND OPERATIONS DIRECTOR 2010-2011

Name:

Major/Discipline and Year:

Phone Number:

E-mail:

If you have any questions about the nature of the position or the application process, please contact Rebecca Gill at 613-533-6845 or via email at qpid.generaldirector@gmail.com. Unsuccessful candidates may still be considered for other directorate positions.

1. In a page or two, describe QPID's mission statement and vision statement (see below) and your understanding/experiences of "development" work.
2. Describe what motivated you to apply for this position and why you are drawn to QPID.
3. Discuss your vision for QPID for the upcoming year. Where do you see room for growth and/or improvement?
4. Discuss the Finance and Operations Director's role in the organization, possibly expanding on the key points listed in the roles and responsibilities (see below). Please describe how your specific skills strengthen your ability to maintain this role.
5. Discuss how you would help to ensure cohesion, team building, communication and positive dynamics among the different aspects of QPID (ie. Between directors, executive, committee members, cooperants and general members).
6. Please describe, in your own words, a challenge QPID continues to face or has faced in recent years.
7. If there are any other directorate positions you are interested in please state them below and why you think you would be suited to that role.
8. If there is anything that you feel was not adequately covered in the questions above, which is relevant to this application, please supply that information below.
9. Please include your complete agenda for the week of March 22nd to March 31st so that interviews can be arranged without any conflicts.

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Please keep responses to a maximum of 8 pages (size 12 font), not including resume.

Please include a current resume with a list of 3 references.

Applications are due on March 20th by 5:30 pm.

Qualified candidates will be interviewed from March 22nd to March 31st.

Electronic submission is preferred- please email to qpjd.generaldirector@gmail.com or drop them off to the QPID mailbox (c/o Douglas Haney, Incoming Vice-President of Student Development) in the Engineering Society Lounge of the ILC

www.qpid.ca

Vision Statement

“To foster a development consciousness in the Queen’s community as a catalyst for local and global change.”

Mission Statement

"QPID is a venue for collaboration among students and members of our host communities to share knowledge and promote development consciousness. QPID uses a holistic approach to development through engagement in critical thinking and informed action."

Finance and Operations Director: Roles and Responsibilities

Though hired in the February-March the Finance and Operations Director is expected to officially move into their role at the end of the exam period. During the period after hiring and before official transfer of duties, the outgoing Finance and Operations Director will transition the incoming Finance and Operations Director into their role. This process will include job shadowing. Over the course of the summer the Finance and Operations Director will be in contact with the Summer Operations Director to provide support, the outgoing Finance and Operations Director is also a resource for the Summer Operations Director.

The Finance and Operations Director is responsible for the management of QPID’s funds and the supervision of the Finance & Operations team. The ultimate goal for the Finance & Operations Director is the long-term stability of the organization through sound financial management and the maintenance of positive relationships with QPID’s supporters. These supporters include QPID alumni, university officials, and sponsors.

The Finance and Operations Director, beyond responsibilities shared by the entire QPID directorship, has obligations specifically to the Treasurer, Alumni Relations Team, Sponsorship Team, Communications Team, and Webmaster in terms of provisioning resource support and feedback on their duties. The Finance Director’s specific tasks include:

- ❖ Closing of the previous financial year at the end of September with input from the Treasurer, Summer Director and General Director. Final Copies of Financial Statements are also to be created for the Annual Report and QPID records.

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- ❖ Creation of the annual budget with input from the Directorate and executive.
- ❖ Overseeing the Communications Team's initiatives to promote QPID's mission and vision statements on campus
- ❖ Monthly reviews of the budget and QPID's financial situation, reporting back to the executive.
- ❖ Organization and completion of the annual audit. The entire year should involve preparation for this audit to achieve the utmost financial accountability possible.
- ❖ Assisting the Treasurer in maintaining all financial records as accurate and complete. Procedures and processes for all transactions should be reviewed for efficiency and potential means of improvement.
- ❖ Working with the Projects Team to develop summer cooperant accounting procedures for in-country project work.
- ❖ Occasional meetings with an accountant to ensure QPID's finances are being well-maintained.
- ❖ Planning and organization of QPID fundraising events
- ❖ Working with the outgoing Summer Operations Director to create a summary of expenditure for summer projects
- ❖ Working with the Sponsorship Team to devise a fundraising strategy and apply for funding to sources both internal and external to Queen's
- ❖ Working with the Sponsorship Team to maintain a donor stewardship plan to ensure appropriate recognition of donors
- ❖ Assisting the Alumni Relations Team in its initiatives, including the development of quarterly newsletters and alumni events
- ❖ Working with the Webmaster to ensure QPID's website is functional and up to date
- ❖ Responsible for managing QPID's contingency fund, and any long-term investments
- ❖ Liaising with university officials to ensure QPID's internal funds are correctly managed

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❖ for maintaining and watching QPID's long-term investments.

Application Checklist

- Current resume with relevant experience
- Contact information for three references
- Application form with questions completed
- Schedule of availability for the following academic week (March 14 – 22)
- Please let us know if you require any accommodation at the time of your interview, during the hiring process, or the employment itself. QPID is an equitable opportunity employer, and will work to accommodate any special needs brought to our attention by our applicants and employees. This information can include, but is not limited to, physical accessibility, allergies, concerns about mental or emotional triggers, etc. For further questions or information please contact Rebecca Gill at qpид.generaldirector@gmail.com. None of this information will be held against you in our decision process.

THIS APPLICATION FORM IS CONFIDENTIAL ONCE COMPLETED. THIS INFORMATION WILL NOT BE SHARED WITH INDIVIDUALS OR GROUPS OUTSIDE OF THE INTERVIEW PANEL.