



## QUEEN'S PROJECT ON INTERNATIONAL DEVELOPMENT

### APPLICATION FOR GENERAL 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 via email at [qpid.generaldirector@gmail.com](mailto: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 General 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 21<sup>st</sup> to March 27<sup>th</sup> so that interviews can be arranged without any conflicts.

# Application for General Director 2010-2011

**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 20<sup>th</sup> by 5:30 pm.**

**Qualified candidates will be interviewed from March 21<sup>st</sup> to March 27<sup>th</sup>.**

**Electronic submission is preferred- please email to [qpид.generaldirector@gmail.com](mailto:qpид.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](http://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."

## **General Director: Roles and Responsibilities**

Though hired in the February-March the General 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 General Director will transition the incoming General Director into their role. This process will include job shadowing. Over the course of the summer the General Director will be in contact with the Summer Operations Director to provide support, the outgoing General Director is also a resource for the Summer Operations Director.

The General Director is responsible for providing general direction to QPID and ensuring that the mandate is upheld. The General Director reports to all QPID Members. The General Director also has proven dedication to QPID through experience. The General Director is responsible for:

- hiring and training the executive to ensure they are prepared for hiring their committees, if applicable
- determining and applying the strategic plan and budget in consultation with the executive, as well as setting and updating organizational policy
- ensuring the transition of executives and directors
- learning the Operations Manual and all organizational policy and ensuring that it is applied and revised by the executive as needed
- training the executive with the directorate
- providing support to QPID executive and directorate
- facilitating strategic planning and overall goals for the year with the executive
- collecting and sharing mid-year and end of year feedback from all QPID members
- calling meetings of the advisory council, directorate and executive
- ensuring that QPID abides by the rules and regulations of all jurisdictions to which it belongs (e.g. Queen’s University, the Engineering Society)

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- serving as the primary representative of QPID to external entities (ie. CCIC)
- ensuring a positive environment by providing vision, support, guidance, teamwork, accessibility, reliability, and motivation consistent with the mandate of QPID.

## **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 Douglas Haney at [vpsd.elect@engsoc.queensu.ca](mailto:vpsd.elect@engsoc.queensu.ca). 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.**