



QUEBEC PUBLIC INTEREST RESEARCH GROUP AT MCGILL

3647 University, 3rd Floor
Montreal, Quebec, H3A 2P3
Tel. 514-398-7432
Fax. 514-398-8976
Email: qpirg@ssmu.mcgill.ca
www.qpirgmcgill.org

Board of Directors Description

TITLE: QPIRG-McGill Board Member

TIME COMMITMENT: at least 5 hours per week.

TERM OF POSITION: April 1st, 2010- March 31st, 2011.

QUALIFICATIONS: No prior Board experience necessary. Some volunteer experience with QPIRG is advisable, but not required. Candidates must be non-refunded McGill students returning in the fall term.

BENEFITS:

- Helping QPIRG perform socially and environmentally meaningful work,
- Skills development, including group decision-making, organizational skills, staff supervision, etc.
- Awareness of/networking on issues of social, economic and environmental justice,
- Improved employability as the result of experience of managing a non-profit organization.

TASKS AND RESPONSIBILITIES:

Responsible for the operation of QPIRG-McGill within the confines of our constitution, mandate and established policies. In most cases, the Board will be assisted in these responsibilities by staff. Specific Board duties include:

- 1. Attending board meetings.** Meetings are normally held every two weeks and are approximately 2 hours in length. Additional time must be spent in preparation, reading minutes or other documents, developing your documents, developing your thoughts and completing tasks agreed to previously.
- 2. Facilitation and recording.** The jobs of recording (minute-taking) and facilitation (leading discussion) are rotated among Board members in order to develop skills.
- 3. Budgeting and finance.** The Board is responsible for financial planning and for ensuring that money is properly spent and that appropriate records are kept. The Board works with the Bookkeeper and Internal Coordinator to ensure fiscal responsibility.
- 4. Planning and Evaluation.** The Board is responsible for visioning and setting the goals of QPIRG-McGill for the year and evaluating our success in reaching those objectives at the end of the year.
- 5. Projects and Programming.** The Board is responsible for developing ideas for QPIRG projects and events. The planning and carrying out of these activities is done in conjunction with the External Coordinator.
- 6. Board/Working Group relations.** Board members are responsible for acting as liaisons between Working Group coordinators and the board.
- 7. Board/Staff relations.** As employers, the Board is responsible for hiring and supervising staff, developing staff job descriptions and evaluating staff.
- 8. Campus relations.** Board members are responsible for promoting and networking for QPIRG informally and formally on campus, recruiting new Board members and volunteers, and liaising with other student groups. The Board is also responsible for liaising with the McGill Administration and the appropriate McGill departments. This year in particular the board will play an important role in renegotiating the Memorandum of Agreement (MoA) between QPIRG McGill and McGill University.



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Nomination Kit:

NOMINATION PROCESS:

All interested candidates must complete a nomination kit and submit it to the Chief Returning Officer's mailbox at QPIRG McGill by **Noon, MARCH 26TH, 2010.**

TO BE COMPLETED:

- Statement of Intent
- Candidate Personal Information
- Release of Standing
- 50 signatures from McGill Students

ELECTIONS:

Will occur at the **Annual General Meeting on April 1st, 2010 at 5pm, in the basement of Thomson House.** All candidates should attend the AGM. If it is impossible to attend, please submit your application along with a note stating that you will be unable to attend and the name of the person you are appointing to present your candidacy at the AGM.

Candidate Personal Information

NAME: _____ STUDENT #: _____

FACULTY: _____ YEAR: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS: _____

On occasion, the CRO receives questions about your platform. As QPIRG and the CRO are non-partisan, we can give no response to these questions. If members of the press want to clarify information or speak with you directly, do you give the CRO the right to release your phone number to the press?



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RELEASE OF STANDING

I, _____, hereby agree that the Chief Returning Officer of the Quebec Public Interest Research Group (QPIRG) may confirm with the Registrar the following information along with my academic standing.

NAME: _____ STUDENT #: _____

FACULTY: _____ YEAR: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS: _____

Please mark the appropriate line:

Yes

No

Satisfactory standing:

Currently resides in Montreal area:

PLEASE SIGN: _____ DATE: _____



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Nomination Form

NAME: _____ STUDENT #: _____

FACULTY: _____ YEAR: _____

*We, the undersigned, confirm that we are McGill students and nominate this candidate for a position on the Board of Directors of the Quebec Public Interest Research Group (QPIRG) at McGill. We understand that this indicates simply our confidence in the candidate's ability to perform the tasks of the aforementioned position (*Note: Students may nominate more than one candidate *) (* Note: Please fill out all the information completely legibly as illegible or incomplete signatures shall be discounted).*

NAME	STUDENT #	SIGNATURE
1.	_____	_____
2.	_____	_____
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NAME	STUDENT #	SIGNATURE
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60.	_____	_____