



Elections for the 2024/2025 Term

President

See 'How to Apply' on page 4 for further details.

Position Summary:

The President is the face of the Gado-Gado Indonesian Students Association of UBC ("GISAU") and sets the club's strategic missions, vision, and goals for the 2024/2025 academic year. The President leads the executive team through 12+ events.

Time Commitment:

- 15-20 hours per week (up to 25 hours per week during event periods)

Term of Employment:

- May 2024 – April 2025

Key Responsibilities:

- Oversee all events planned by GISAU
- Direct the strategic goals of the club for the 2024/2025 academic year
- Chair all executive meetings
- Maintain strong relationships with other Indonesian students' associations
- Liaise with the Consulate General of the Republic of Indonesia in Vancouver
- Recruit and train the executive team
- Drive member engagement
- Represents GISAU at all external functions, meetings and gatherings
- Be a part of FIESTA's Core team

Qualifications:

- Strong team player
- Strong interest in growing the Indonesian community at UBC
- Excellent time management skills
- Excellent problem-solving skills
- Effective communication and organizational skills
- Past involvement with the Indonesian community is an asset
- Event management and leadership experiences is an asset
- Having at least one year of experience on the GISAU executive team is an asset
- Experience in a club executive position is an asset



Elections for the 2024/2025 Term

Vice-President

See 'How to Apply' on page 4 for further details.

Position Summary:

The Vice-President (VP) works closely with the President in setting the Club's strategic mission, vision, and goals for the 2024/2025 academic year. The Vice-President works with the President to ensure that the Club's goals are met and steps in when the President is unavailable. The VP leads the executive team in running events, promoting the club, and mentoring members.

Time Commitment:

- 10-15 hours per week (up to 20 hours per week during event periods)

Term of Employment:

- May 2024 – April 2025

Key Responsibilities:

- Oversee all events planned by GISAU
- Assist in directing the strategic goals of the club for the 2024/2025 academic year
- Chair all executive meetings when the President is unavailable
- Maintain strong relationships with other Indonesian student associations
- Liaise with the Consulate General of the Republic of Indonesia in Vancouver
- Assist the President in recruiting and training the executive team
- Drive member engagement
- Represent GISAU at all external functions, meetings and gatherings
- Be a part of FIESTA's Core team

Qualifications:

- Strong team player
- Strong interest in growing the Indonesian community in Vancouver
- Excellent time management skills
- Excellent problem-solving skills
- Effective communication and organizational skills
- Past involvement with the Indonesian community is an asset
- Event management and leadership experiences is an asset
- Experience in a club executive position is an asset



Elections for the 2024/2025 Term

Treasurer

See 'How to Apply' on page 4 for further details.

Position Summary:

The Treasurer works closely with the President and Vice-President to set GISAU's financial budget and oversee the Club's sponsorship, financial strategy, and reimbursement policies.

Time Commitment:

- 5-10 hours per week (up to 15 hours per week during event periods)

Term of Employment:

- May 2024 – April 2025

Key Responsibilities:

- Create and submit an annual budget
- Monitor account balances throughout the year
- Arrange for club expenses and processes reimbursements
- Maintain GISAU's float box and bank accounts
- Coordinate with the Events Team to manage ticket sales for paid events
- Assist the President and Vice-President in hiring, training and maintaining a strong executive team
- Collaborate with the Marketing Team in merchandise creations, supplier searches, logistics, and payments
- Work closely with the External Affairs portfolio in designing sponsorship packages and pitching the club to potential partners
- Be a part of FIESTA's Finance team
- Manage club inventory alongside the secretary
- Purchase any items required by the various departments in GISAU

Qualifications:

- Strong team player
- Strong interest in growing the Indonesian community in Vancouver
- Excellent time management skills
- Excellent problem-solving skills
- Effective communication and organizational skills
- Past involvement with the Indonesian community is an asset
- Event management and leadership experiences is an asset
- Experience in a club executive position within a finance-related role is an asset



How to Apply

*Please note that only **current members** of GISAU can run and/or vote for President, Vice-President, or Treasurer.*

IMPORTANT INFORMATION:

Every application must be sent through Qualtrics and include the following:

- A single pdf file containing:
 - 1-page resume
 - *Candidates for President, Vice-President, and Treasurer must each submit their own resume*
 - 1-page cover letter that answers the following questions:
 1. *“Why should members vote for you as the [position]?”*
 2. *“What are your plans for GISAU in the upcoming year?”*
 - *Candidates for president, vice-president, and treasurer should answer the question above individually and submit their own cover letter*
- Your Vision for GISAU 2024/2025
 - *Your vision will be broadcasted on GISAU’s Instagram page (@gisauabc) when announcing the candidates*
- Your Missions for GISAU 2024/2025
 - *Your missions will be broadcasted on GISAU’s Instagram page (@gisauabc) when announcing the candidates*
- A photograph that you would like us to feature on the announcement of your candidacy for your chosen position.

Please submit your application through this Qualtrics form: [here](#).

Applications must be submitted by **Thursday, March 14th at 11:59PM**. Late submissions will **not** be considered.



Successful Applicants and Annual General Meeting

An Instagram question box will be opened on March 16th on @gisaubc. Questions submitted will be given to respective candidates by March 17th at 11:59 PM. Candidates must then submit their responses by March 18th at 11:59 PM. Responses can be in a short video (max. 15 seconds) or a short paragraph (max. 50 words). Candidates' responses will then be shared through @gisaubc's Instagram story on:

- March 19th: Treasurer candidate(s) answers published
- March 20th: Vice-President candidate(s) answers published
- March 21st: President candidate(s) answers published

Applicants must attend GISAU's Annual General Meeting (AGM) on **Friday, March 22th, from 6:00 PM-end at NEST 2306/2309.**

AGM is an event where our members can receive the current academic year's GISAU updates and vote for the next academic year's GISAU President, Vice-President, and Treasurer.

- Current GISAU executives will be recapitulating updates from the current academic year.
- Candidates for President, Vice-President, and Treasurer will present a three-minute speech underlining their vision/missions for the coming year.
- There will be a Q&A session where our members can clarify any doubts or concerns regarding your vision/missions for the coming year.
- The event will be held in person. Details will be provided later.

Please note that all the times listed in this document are in Vancouver time, GMT-8. Should you have any questions/concerns, please contact us at contact.gisau@gmail.com.