**Please make sure you carefully review the Position Description before you make the decision to apply.**

**Completed Application Forms should not be more than THREE (3) pages in length and**

**Personal Information**

**Name (first, last):**

**iMIS #**

**Address:**

**Contact information:**

**Daytime: Phone: email:**

**Evening: Phone: email:**

**When is the best time to contact you, during the day or in the evening?**

**Languages Spoken: Understood: Written:**

**Volunteer Experience**

Please provide details regarding any relevant Volunteer/Board/Governance experience gained from outside of GGC (GGC experience is contained in your IMIS record).

Please include the name of the organization, dates, the position, and a brief description of your responsibilities.

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| --- | --- | --- | --- |
| **volunteer position** | **organization** | **responsibilities** | **dates** |
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**Skills/Experience**

List your skills/experience as related to the position of Deputy Provincial Commissioner:

(e.g. leadership/management, communication, governance, financial, legal, public relations, risk management, property management, etc.). Give a brief description of how you obtained this experience (GGC experience is contained in your iMIS record).

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**Operational Planning Experience**

What operational planning experience have you had within Guiding, volunteer and/or business roles?

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|  |  | dates |
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**Education, certification and continuous professional development**

Please summarize your education, certification and continuous professional development.

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**Application Questions**

1. **Describe your involvement in an operational planning experience that resulted in the advancement of the organization/group/business.**
2. **Describe your most challenging experience with people management.**
3. **Give an example of an instance where you had to build consensus on a contentious issue. What worked and what didn’t?**
4. **What is your experience in chairing meetings? What is your leadership style?**
5. **Describe a time when you had to champion a decision that was not your personal viewpoint.**
6. **Give an example when you motivated other(s) to take on a leadership role. What did you do?**
7. **Give an example of when you had to help resolve a significant conflict involving two or more parties.**
8. **If shortlisted and interviewed for the Deputy Provincial Commissioner position, two references, not related to you, may be contacted. As a Member of GGC, both of your references should be from within Guiding, who can provide information on your leadership skills/experience. Please provide their contact information.**

|  |  |  |
| --- | --- | --- |
| Reference Name | Contact Information | In what capacity known?For how long? |
|  | Email:Home: Work: |  |
|  | Email:Home: Work: |  |

**Please e-mail your completed application and resume/CV to the nominating committee,**

**Girl Guides of Canada - Guides du Candada, Québec Council at the following email:**

**nominations@guidesquebec.ca**

**NO FAXES OR MAILED COPIES PLEASE**

***Disclaimer: All information and documents relating to your application and the application process will be shared with the electorate in a manner that is equitable to all candidates.***

***Privacy: We protect and respect your privacy. Your personal information is used to communicate within our organization. We do not provide or sell this information outside our organization. For further information, see our privacy statement at www.girlguides.ca***