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ENGL 301: Formal Report Proposal Revised

(NOTE: Expanded areas are in Italics.)

To: Jeffery Xiao, BCS Club President 2017

From: Angela Chen, BCS Club President 2016 **AC**

Date: February 8, 2016

Subject: Proposal for increasing the number of candidates running for executive positions in the BCS Club

Introduction

The Bachelor of Computer Science Student Association (henceforth to be known as the *BCS Club*) is a newly established club under the Alma Mater Society (AMS) at the University of British Columbia. Since its founding in 2014, the BCS Club has encountered many problems. One of which is that it has never had an official and properly trained Treasurer until recently; Ian Lin is the first elected Treasurer for the BCS Club for the year of 2017. Because of this lack of a Treasurer, the AMS almost dissolved the BCS Club in September 2016.

The AMS requires all of its clubs to have an elected President and an elected Treasurer during the course of the academic year. This rule is noted in the newly established handover document. To prevent the BCS Club from almost being dissolved again, a club President and Treasurer must be elected.

Statement of Problem

The BCS Club executive team for 2016 ran unopposed, as did the team for 2017. In fact, we had to send out an announcement to request that someone run for President in the previous election. BCS students seem to have a distinct lack of interest in becoming a BCS Club executive. This poses a problem because if there are no candidates in an election, then there will be no club executives and the AMS can (and will) dissolve the BCS Club.

Proposed Solution

A possible solution to the problem of having one or zero candidates running for executive positions during elections is to announce the elections earlier. We know that the BCS program is challenging and students *think* they do not have the time to commit

to an executive position. However, by planting the seed early and emphasizing that students can be a BCS executive even on co-op, we may be able to generate more interest.

A second solution would be to point out the benefits of being an executive for the BCS Club. Yes, being an executive is an added responsibility but by fulfilling those responsibilities, one is actually developing professional skills such as communication, leadership, and networking. This solution may also generate more interest.

Scope

To determine the feasibility of announcing the elections earlier, I plan to pursue these areas of inquiry:

1. Are BCS students aware that they are all eligible to run for an executive position?
2. Are BCS students aware that they can be a club executive even on co-op?
3. Are BCS students aware that they do not need prior knowledge or experience to run for an executive position?
4. What factors deter BCS students from running for an executive position?
5. What factors inspire BCS students to run for an executive position?
6. What benefits do BCS students think they can get by being a club executive?
7. *How do BCS students learn of school events?*

To determine the feasibility of advertising the benefits of being an executive, I plan to pursue these areas of inquiry:

1. *What are the benefits of getting involved into school clubs?*
2. *How to advertise the benefits found, if any?*
3. *What are the upfront costs to advertising these benefits?*
4. *How do volunteering and extracurricular activities impact future hiring potential of a college student?*

Methods

My primary data source will be a short online survey for BCS students and a brief interview with previous and current BCS executives. *My secondary sources will be to research the benefits for getting involved in to school clubs.*

My Qualifications

I was the unofficial social executive in the fall of 2015 and I organized the BCS Hackathon. I was then elected to become the BCS Club President for 2016. I have previous experience in the club and I am interested in seeing the club continue after I graduate for networking and mentoring purposes.

Conclusion

It is clear that there needs to be some action in promoting the interest of running for an executive position in the BCS Club. By addressing the six areas of inquiry mentioned earlier, I can determine the feasibility of announcing the elections earlier. With your approval I will begin my research at once.