University Student's Council Elections Committee (2020-2021)

Marketing & Logistics Sub-Committee (5 members) (Non-voting)

Manager of Marketing and Logistics

- This position is dedicated in an effort to combat voter apathy.
- They will oversee the other members of the sub-committee and aid in various tasks as needed
- Will lead the sub-committee in brainstorming ideas for marketing initiatives to increase candidate voter turnout.
- Will act as a liaison between the USC's promotions team and this sub-committee.
- Will, in partnership with the Communications Commissioner, be responsible for all Elections Committee social media accounts (i.e. Facebook, Twitter, Instagram, etc.) regarding upcoming events and all other elections-related information.

Events Commissioner (x2)

- Will coordinate with Residence Council and Faculty Councils to setup multiple electronic polling stations throughout campus (e.g. Natural Science, Weldon Library, Recreation Centre), as well as in student residences
- Will be responsible for organizing the logistics surrounding the Presidential debate, including booking, catering, question gathering/screening, locating a moderator, and other various tasks
- Will assist the CRO/DRO in organizing results night and any other formal events the Elections Committee decides to host
- Events Commissioners will work together for each event, but one commissioner may take a leadership role for a specific event (i.e. one commissioner may lead the debate, and one may lead in organizing polling)

Student Engagement Commissioner (x2)

<u>First-Year Student Engagement Commissioner</u>

- Will be the primary liaison between Residence Councils and the Elections Committee. More specifically, will coordinate between Residence Councils and Elections Committee regarding all Election Campaign initiatives that involve first year residences.
- Will assist the Events Commissioner with establishing polling stations in student residences.
- Will coordinate with the Violations sub-committee to ensure campaign regulations are being abided by in residences.
- Will be responsible for planning innovative initiatives to educate first year students on nomination and voting procedures.

Equity and Diversity Commissioner

- Will be responsible for finding new and innovative ways to increase voter awareness in the international student community
- Will strive to create a nominations and elections process that reflects the diverse community that Western emulates
- Will strive to include and elevate minority students in the participation of USC elections by actively recruiting more women and BIPOC students
- Will collaborate with various USC groups to develop and run joint campaigns that cater to international and minority students

Innovations and Creative Sub-Committee (2 Members) (Non-voting)

Digital Innovator

- Will develop engaging opportunities for candidates and voters in a new virtual environment
- This role should be filled by someone who is able to think outside of the box, overcoming unique challenges, and open to new ideas and opportunities
- This may include how to navigate and initiate events in a digital environment, come up with creative ideas to increase voter turnout, and be an overall thinker for new ideas that can be implemented in the Elections Committee

Website Designer

- Will make edits and updates to online platforms on behalf of the Elections Committee and the CRO
- Will facilitate and manage elections website responsibilities, including uploading and updating candidate photos and biographies
- Have some background or interest in graphic design or other creative elements to upgrade and elevate the Elections Committee website

Investigations Sub-Committee (5 Members) (Voting)

Violation Investigator (x5)

- Will be trained in relevant areas of By-Law 2, violation investigation protocols, and violation hearing procedures.
- Will conduct investigations into candidate misconduct, under the direction and supervision of the DRO/CRO.
- Will have the opportunity to lead hearings, as assigned by the CRO. This is with the exception of any and all hearings involving a presidential candidate.
- Will draft violation reports that will be submitted to the DRO/CRO for review.
- Will assist the CRO/ DRO in preparing and conducting any and all appeals of Election Committee decisions.
- May be responsible for assisting the Manager of Campaign Finance in calculating reimbursement if necessary

Finance Sub-committee (1 Member) (Voting)

Manager of Campaign Finance

- Will be well versed in relevant sections of By-Law 2 and the Elections Finance Procedure document.
- Will work with the CRO to improve candidate expense reporting system; proficiency in Microsoft Excel is an asset.
- Will calculate, as set out in By-Law 2, campaign spending and contribution limits.
- Will generate candidate information materials that outline campaign spending and contribution rules in a user-friendly manner.
- Will validate and ensure expenses of candidates are being properly recorded.
- Will make a brief presentation at the All Candidates Meeting explaining the function of this sub-committee.
- Will conduct investigations into candidate misconduct if misconduct is applicable to campaign finance misuse, or as necessary by the needs of the Violations Investigators
- Will be responsible for candidates' expenses/contributions and validate and ensure expenses of assigned candidates are being properly recorded