



University Students' Council of the University of Western Ontario
Position Description
CHIEF RETURNING OFFICER

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

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1.00 POSITION TITLE: CHIEF RETURNING OFFICER

2.00 POSITION OVERVIEW:

- (1) The Chief Returning Coordinator (CRC) is the highest governing figure in the administration of USC elections, responsible for overseeing the DRC and elections committee in the execution of Fall and Spring Elections, and VP Elections, also a Resource Member of Council as requested by the Vice President Finance.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Be chair, ex-officio, of the Elections Committee;
- (2) Set the election schedules in accordance with the By-Laws;
- (3) Supervise the deputy returning officer (DRO).
- (4) Work to raise awareness of USC elections, in both spring and fall, in coordination with Promotions Department;
- (5) Hire a 15 person elections committee, and run internal elections to enact secretaries of 3 subcommittees—marketing/logistics, finances, and violations subcommittees;
- (6) Assist the Vice President Finance in various items of business that come to Council floor relating to any elections;
- (7) Adhere to USC bylaws, policies, and procedures;
- (8) Develop relevant training and procedures for the elections committee based on continuing/changing needs;
- (9) Complete an interim reports as well as a final report in compliance with the USC's Final Reports Procedure and Honorarium Policy;
- (10) Will conduct media related interviews as needed by the Gazette, CHRW, with approval from Vice President Finance and VP Communications;



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- (11) Gather all appeals from election committee decisions and forward them to the Vice President Finance who will filter the appeals to the appeals board;
- (12) Routinely conduct by-law reviews in order to make clear interpretations to the elections committee and candidates;
- (13) Conduct routine legislative reviews of the procedures for elections committee;
- (14) Liaise with all other campus partners, including but not limited to Facilities Management, Residence Managers, and affiliate college students' councils, to ensure consistent expectations of candidate conduct during elections periods;
- (15) Communicate with ITS, USC system administrator, VP comm., other necessary parties to ensure electronic requirements are met, including online balloting;
- (16) Work in conjunction with Sr Manager Communications in establishing the polling sites;
- (17) Work with the University secretariat in planning the elections for the Senate and BoG;
- (18) Work the University Registrar to confirm candidate eligibility and gather the voting list;
- (19) Organize an All-Candidates meeting to inform the candidates of election procedures and answer any questions/concerns;
- (20) Organize and established guidelines for Candidate forums and Debates;
- (21) Ensure with the EC that By-Law #2 is enforced;
- (22) Issue the official election results to candidates, the public, and the media.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** Chief Returning Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Must be able to provide constructive feedback to and communicate expectations effectively through written and oral mediums.
- (2) **Project Management:** Strong organizational and time management skills are paramount to the success of assigned projects. The Chief Returning Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.



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- (3) Group Facilitation: The Chief Returning Coordinator should have effective group facilitation skills. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members.
- (4) General: Knowledge of the University and all levels of government is an asset.

5.00 TIME COMMITMENT:

5.01 This position requires varying time commitments:

- (1) 3-5 hours/week on average;
- (2) 10-15 hours/week on average during Fall elections and VP elections;
- (3) 20-30 hours/week on average during the Spring elections The Provincial and Federal Policy Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term;
- (4) Shall participate in the transition with their successor.

6.00 TRAINING/SUPPORT:

- (1) The Chief Returning Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Finance and the USC Volunteer Resources Department.
- (2) The Chief Returning Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Chief Returning Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.
- (4) The Chief Returning Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00 LEARNING OUTCOMES:

- (1) The Chief Returning Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.



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- (2) The Chief Returning Coordinator will develop project planning and event management skills.
- (3) The Chief Returning Coordinator will develop written and oral communication skills.

8.00 EVALUATION:

- (1) The Provincial and Chief Returning Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

9.00 COMPENSATION

- (1) The Chief Returning Coordinator shall receive two honorarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honorarium payment, the Chief Returning Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honorarium payment, the Chief Returning Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;



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- ii. Submit an final report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

10.00 SUPERVISION:

- (1) Primary supervision: Vice President Finance
- (2) Secondary support: Advocacy Services Officer
- (3) Tertiary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources