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

EFFECTIVE:	February 20, 2015	**SUPERSEDES:**	
AUTHORITY:	Executive	**RATIFIED BY:**	Executive

1.00   POSITION TITLE: CHIEF RETURNING OFFICER

2.00   POSITION OVERVIEW:

(1)   The Chief Returning Officer (CRO) is the highest governing figure in the administration of USC elections, responsible for overseeing the DRO and elections committee in the execution of Fall and Spring Elections, and VP Elections.

(2)   The CRO is also a Resource Member of Council as requested by the Speaker of Council, President, or Secretary-Treasurer.

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 Speaker of Council 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 Speaker of Council and Public Relations Officer;

(11)   Gather all appeals from election committee decisions and forward them to the appropriate designate of the Government Services Department 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, other necessary parties to ensure electronic requirements are met, including online balloting;

(16)   Work in conjunction with the appropriate USC Manager 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 Officer 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

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paramount to the success of assigned projects. The Chief Returning Officer should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

(3)   Group Facilitation: The Chief Returning Officer 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;

(4)   Shall participate in the transition with their successor.

6.00   TRAINING/SUPPORT:

(1)   The Chief Returning Officer will be required to attend all USC-mandated training sessions for Officers, as determined by the Secretary-Treasurer and the USC Volunteer Resources Department.

(2)   The Chief Returning Officer 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 Officer will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Resources Department.

(4)   The Chief Returning Officer will be provided advocacy training facilitated by the USC Government Services Branch.

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7.00   LEARNING OUTCOMES:

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

(2)   The Chief Returning Officer will develop project planning and event management skills.

(3)   The Chief Returning Officer will develop written and oral communication skills.

8.00   EVALUATION:

(1)   The Chief Returning Officer 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 Officer 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 Officer 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 Officer must:

    i.   Remain within the position until April 30th in the relevant academic year;

    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: Speaker of Council

(2)   Secondary support: Advocacy Services Officer

(3)   Tertiary support: Officer, Volunteer Resources and Manager, Volunteer Resources