



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

**EFFECTIVE:** 20 January 2016

**SUPERSEDES:** 25 February 2015

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: DEPUTY RETURNING OFFICER**

**2.00 POSITION OVERVIEW:**

- (1) The Deputy Returning Officer (DRO) is the second governing figure in the administration of USC elections collaborating with the Chief Returning Officer. The DRO is responsible for assisting the Elections Committee, Chief Returning Officer and Secretary-Treasurer in the execution of Fall and Spring Elections, in both leadership and supportive roles.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Assist in the recruitment and selection of the Elections Governance Committee (EGC) and Elections Planning Committee (EPC) members;
- (2) Assist in the development of new training materials for the EGC and EPC members;
- (3) Assist in the development of new EGC and EPC policies and administrative procedures;
- (4) Assist in evaluating the deficiencies in the EGC and EPC operations and generating methods to increase efficiency and effectiveness of operations;
- (5) Assist in general training of the EGC and EPC members, in addition to specialized sub-committee training;
- (6) Assist in the drafting of EGC and EPC reports (i.e., violation reports) and media releases;
- (7) Adhere to USC bylaws, policies, and procedures;
- (8) Assume a leadership position on either the EGC or EPC, as mutually agreed upon between the DRO and CRO;
- (9) Complete an interim reports as well as a final report in compliance with the USC's Final Reports Procedure and Honorarium Policy;
- (10) Assist in supervising violation hearings conducted by the EGC;



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- (11) Act as proxy for the CRO in situations where the CRO is unavailable;
- (12) Assist in other tasks as assigned by the CRO.

### 4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** Deputy 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 paramount to the success of assigned projects. The Deputy Returning Officer should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** The Deputy 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) 2-4 hours/week on average;
- (2) 5-8 hours/week on average during Fall elections and VP elections;
- (3) 15-25 hours/week on average during the Spring elections;
- (4) Shall participate in the transition with their successor.

### 6.00 TRAINING/SUPPORT:

- (1) The Deputy Returning Officer will be required to attend all USC-mandated training sessions for Officers, as determined by the Secretary-Treasurer and the USC Volunteer Services Department.
- (2) The Deputy Returning Officer will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.



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Throughout their term, the Deputy 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 Services Department.

### **7.00 LEARNING OUTCOMES:**

- (1) The Deputy Returning Officer will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Deputy Returning Officer will develop project planning and event management skills.
- (3) The Deputy Returning Officer will develop written and oral communication skills.

### **8.00 EVALUATION:**

- (1) The Deputy 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 Deputy 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 Deputy Returning Officer must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,



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- 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 Deputy Returning Officer must:
  - i. Remain within the position until April 30<sup>th</sup> 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: Chief Returning Officer, Secretary-Treasurer.
- (2) Secondary support: Advocacy Services Officer.
- (3) Tertiary support: Coordinator, Volunteer Services and Manager, Volunteer Services.