



University Students' Council – Position Description

Position Title:	Chief Returning Officer
Supervisor:	Senior Manager, Advocacy and Government Services
Remuneration:	\$16 per hour
Hours of Work:	Maximum of 15 hours per week
Term:	June 2018- April 2019

OVERVIEW:

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 Student Programs Officer Elections.

DUTIES AND RESPONSIBILITIES:

- (1) Be chair, ex-officio, of the Elections Governance Committee, and support the Elections Planning 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) Select and hire the Elections Governance Committee, and the Elections Planning Committee, with the support of the DRO;
- (6) Adhere to USC bylaws, policies, and procedures;
- (7) Develop relevant training and procedures for the elections committee based on continuing/changing needs;
- (8) Complete an interim reports as well as a final report in compliance with the
 - i. USC's Final Reports Procedure and Honorarium Policy;
- (9) Will conduct media related interviews as needed by the Gazette, CHRW, with the support of the Communications Officer;
- (10) 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;
- (11) Routinely conduct by-law reviews in order to make clear interpretations to the elections committee and candidates;
- (12) Conduct routine legislative reviews of the procedures for elections committee;
- (13) Liaise with all other campus partners, including but not limited to Facilities
 - ii. Management, Residence Managers, and affiliate college students' councils, to ensure consistent expectations of candidate conduct during

elections periods;

- (14) Communicate with ITS, USC system administrator, other necessary parties to ensure electronic requirements are met, including online balloting;
- (15) Work in conjunction with the appropriate USC Manager in establishing the polling sites;
- (16) Work with the University secretariat in planning the elections for the Senate and Board of Governors;
- (17) Work the University Registrar to confirm candidate eligibility and gather the voting list;
- (18) Organize an All-Candidates meeting to inform the candidates of election procedures and answer any questions/concerns.
- (19) Organize and established guidelines for Candidate forums and Debates;
- (20) Ensure with the Elections Governance Committee that By-Law #2 is enforced;
- (21) Issue the official election results to candidates, the public, and the media.

QUALIFICATIONS:

All candidates must be undergrad students at Western University for the term of the employment.

KNOWLEDGE, SKILLS and ABILITIES:

- (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 pertinent to the success of this position

TRAINING:

The Chief Returning Officer Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Senior Manager of Advocacy and Government Services and the Advocacy and Government Services Department.

The Chief Returning Officer Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.