

University Students' Council Elections Committee (2018-2019)

1.0 Marketing & Logistics Sub-Committee

Get Out the Vote Campaign Commissioner (x2)

- This position is dedicated to revamping the USC's Get Out The Vote Campaign (GOTV) in an effort to combat voter apathy.
- During first semester, this individual will make contact with USC's VP Communications in order to reach common ground on the objectives that will be achieved throughout the campaign.
- Will lead the sub-committee in brainstorming ideas for marketing initiatives that will strengthen the GOTV campaign. This will also involve brainstorming sessions with the USC's new promotions team.
- Will act as a liaison between the USC's promotions team and this sub-committee.
- This individual 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 be responsible for creating electronic ballots for all candidates.
- Will coordinate with Residence Councils and Faculty Councils to setup multiple electronic polling stations throughout campus (ex: Natural Science, Weldon Library, Recreation Centre), as well as in student residences.
- With the assistance of the Manager of Marketing and Logistics and CRO/DRO, will organize all logistics surrounding the President/Vice-President Slate debate (i.e. location booking, audio/visual booking, equipment booking, catering, question gathering/screening, locating a moderator, etc.)
- Will assist the CRO with results night, and any other formal events the Elections Committee decides to host.

Communications Commissioner

- Primary responsibility will be to record minutes of all meetings conducted by the Elections Committee as a whole.
- Will coordinate with the Western Gazette and CHRW to ensure efficient communication between the Elections Committee and media, in terms of meeting minutes and finalized violation reports.
- Will coordinate with Creative Services to ensure that all candidates abide by all policies set forth by By-Law 2.
- Will work with a member of the Violations Sub-Committee to conduct poster patrols – i.e. review designated locations for elections materials and ensure all advertising is approved by CRO.
- Will draft media releases regarding different Elections Committee business, as instructed by CRO.

2.0 Investigations Sub-Committee

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 Manager of Election Investigations and/or 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 slate, presidential candidate, or vice-presidential candidate.
- Will draft violation reports that will be submitted to the Manager for review.
- Will assist the CRO and Manager in preparing and conducting any and all appeals of Election Committee decisions.

3.0 Finance Sub-Committee

Manager of Campaign Finance

- Will monitor progress of all initiatives and activities undertaken by the Reimbursement Commissioner, in addition to initiatives tasked to the sub-committee as a whole.
- Will be well versed in relevant sections of By-Law 2 and the Elections Finance Procedure document.
- Will work with other sub-committee managers, the CRO, and the DRO to implement training protocols, in addition to strategic goal setting.
- Will work with 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 SC.
- Will conduct investigations into candidate misconduct, under the direction and supervision of the Manager of Election Investigations and/or 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 slate, presidential candidate, or vice-presidential candidate.
- Will draft violation reports that will be submitted to the Manager for review.
- Will assist the CRO and Manager in preparing and conducting any and all appeals of Election Committee decisions.

Reimbursement Commissioner

- Will assist the Campaign Finance Manager with all finance-related activities, as assigned by the Manager.
- Will be responsible for a specific list of candidates and their expenses/contributions.
- Will validate and ensure expenses of assigned candidates are being properly recorded.
- Will ensure all candidate finance policies are being abided by.
- 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 Manager of Election Investigations and/or 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 slate, presidential candidate, or vice- presidential candidate.
- Will draft violation reports that will be submitted to the Manager for review.
- Will assist the CRO and Manager in preparing and conducting any and all appeals of Election Committee decisions.