University Students' Council – Position Description

Position Title: Chief Returning Officer
Accountability: USC Board of Directors
Remuneration: $17 per hour
Hours of Work: 15 hours per week for May-December; Hours will fluctuate in January and February
Term: May 2022 - May 2023

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, as well as the Vice-President External Affairs, and Vice-President University Affairs Elections.

DUTIES AND RESPONSIBILITIES:

1. Be chair, ex-officio, of the Elections Governance Committee, and support the Elections Planning Committee
2. Supervise the Deputy Returning Officer (DRO)
3. Work to raise awareness of USC elections, in both spring and fall, in coordination with the Communications Manager
4. Select and hire the Elections Governance Committee, and the Elections Planning Committee, with the support of the DRO
5. Adhere to USC bylaws, policies, and procedures
6. Develop relevant training and procedures for the elections committee based continuing/changing needs
7. Complete a final report
   a. Must be in compliance with the USC's Final Reports Procedure and Honorarium Policy;
   b. The CRO will be compensated for 12 hours in exchange for the completion of the final report
8. Will conduct media related interviews as needed by the Gazette, CHRW, with the support of the Communications Manager
9. 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
10. Conduct a by-law review by the end of the contract in order to make clear interpretations to the elections committee and candidates
11. Conduct routine legislative reviews of the procedures for elections committee
12. 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
13. Communicate with ITS, USC system administrator, other necessary parties to ensure electronic requirements are met, including online balloting
14. Work in conjunction with the appropriate USC Manager in establishing the polling sites

15. Work with the University secretariat in planning the elections for the Senate and Board of Governors
16. Work the University Registrar to confirm candidate eligibility and gather the voting list
17. Organize an All-Candidates meeting to inform the candidates of election procedures and answer any questions/concerns
18. Organize and established guidelines for Candidate forums and Debates
19. Ensure with the Elections Governance Committee that By-Law #2 is enforced
20. Issue the official election results to candidates, the public, and the media.

QUALIFICATIONS:

All candidates must be an enrolled and active student at Western University for the term of the employment. The CRO may not hold another paid or elected USC position during their term.

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

(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.

TRAINING:

The Chief Returning Officer will be required to attend all USC-mandated training sessions for their position including job-specific training with the USC's legal counsel, tailored USC training including sessions within the USC's Executive Transition, and any other training deemed necessary.
In addition, the Chief Returning Officer will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.