

University Students' Council Elections Governance Committee (2022-2023): Open Positions

Resource Member (1 member)

Executive Secretary (1)

Supervisor: CRO

- Responsible for scheduling and coordinating all Elections Governance Committee meetings and hearings.
- Responsible for meeting minutes and notes in all Elections Governance Committee meetings and hearings.
- Support the Events Commissioner(s) with the preparation for and facilitation of Elections Governance Committee events.
- Respond to queries from candidates as required.
- Other duties as assigned by the CRO.

Marketing & Communications Sub-Committee (up to 5 members)

Manager of Marketing and Communications (1)

Supervisor: CRO

- Manage the USC Elections website in collaboration with the USC Web Development Intern and USC IT Services.
- Manage Elections Governance Committee social media accounts, including, but not limited to, Instagram, Tik Tok, Facebook, and Reddit, in collaboration with the Social Media Commissioner.
- Lead the Marketing and Communications Sub-Committee in developing events and marketing initiatives to increase voter turnout.
- Act as a liaison between the USC's communications and promotions team and the Elections Governance Committee.
- Supervise and support subordinate members of the marketing and communications sub-committee.
- Respond to media requests from the Western Gazette and Radio Western in collaboration with the CRO.
- Work with members of the Investigations Sub-Committee to conduct poster patrols.
- Lead the development of social media and communication strategies on behalf of the Elections Governance Committee.
- Attend meetings to plan Results Night/State of the USC.
- Other duties as assigned by the CRO.

Events Commissioner (2)

Supervisor: Manager of Marketing and Communications

- Coordinate with Residence Councils and Faculty Councils to set up electronic polling stations throughout campus (e.g., UCC, Natural Science, Weldon Library, Recreation Centre, Affiliate Campuses), as well as in student residences.
- With the assistance of the Manager of Marketing and Communications and CRO/DRO, will organize all logistics surrounding Presidential Debate(s) and/or Town Hall(s), including location booking, audio/visual booking, equipment booking, catering, question gathering/screening, locating a moderator, etc.
- With the assistance of the Manager of Marketing and Communications and CRO/DRO, organize logistics surrounding Results Night/State of the USC meeting, EGC member appreciation night, and any other formal events of the Elections Governance Committee.
- Attend meetings to plan Results Night/State of the USC.
- Other duties as assigned by the Manager of Marketing and Communications.

Social Media and Graphic Design Commissioner (1)

Supervisor: Manager of Marketing and Communications

- Manage Elections Governance Committee social media accounts, including, but not limited to, Instagram, Tik Tok, Facebook, and Reddit, in collaboration with the Manager of Marketing and Communications.
- Assist in the development of social media and communication strategies on behalf of the Elections Governance Committee.
- Creation of graphics and posts for Election Governance Committee Social Media posts.
- Other duties as assigned by the Manager of Marketing and Communications.

Student Engagement Commissioner (1)

Supervisor: Manager of Marketing and Communications

- Act as the primary liaison between Residence Councils and the Elections Committee.
 - More specifically, will coordinate between Residence Councils and Elections Committee regarding all campaign events and initiatives that involve first-year residences.
- Assist the Events Commissioner with establishing polling stations in student residences.
- Coordinate with the Investigations Sub-Committee to ensure candidate compliance with campaign regulations in residences.
- Will educate first-year students on nomination and voting procedures.
- Other duties as assigned by the Manager of Marketing and Communications.

Investigations Sub-Committee (Voting) (9 Members)

Assistant Manager of Investigations & Violations Investigator (1)

Supervisor: DRO

- Will be trained in relevant areas of By-Law 2, violation investigation protocols, and violation hearing procedures.
- Conduct investigations into candidate misconduct, under the direction and supervision of the DRO/CRO.
- Will have the opportunity to lead hearings, as assigned by the DRO. This is with the exception of any and all hearings involving a slate, presidential candidate, or vice-presidential candidate.
- Draft violation reports for review of the DRO/CRO as required.
- Assist the CRO/DRO in preparing and conducting any and all appeals of Election Committee decisions.
- Other duties as assigned by the DRO.

Violations Investigator (8)

Supervisor: DRO

- Will be trained in relevant areas of By-Law 2, violation investigation protocols, and violation hearing procedures.
- Conduct investigations into candidate misconduct, under the direction and supervision of the DRO/CRO.
- Will have the opportunity to lead hearings, as assigned by the DRO. This is with the exception of any and all hearings involving a slate, presidential candidate, or vice-presidential candidate.
- Assist the CRO/DRO in preparing and conducting any and all appeals of Election Committee decisions.
- Other duties as assigned by the DRO.

Finance and Administration Sub-Committee (2 members)

Manager of Finance and Administration (1)

Supervisor: CRO

- Be well-versed in relevant sections of By-Law 2 and the Elections Finance Procedure document.
- Confirm the eligibility of candidates and nominators through the use of the UWO Student Directory, in collaboration with the CRO and Manager, Governance and Elections.
 - Upon confirmation of candidate eligibility, prepare a draft list of eligible candidates for ballot
- Work with other sub-committee managers, the CRO, and the DRO to implement training protocols, in addition to strategic goal setting.
- Work with CRO to improve candidate expense reporting system
 - Proficiency in Microsoft Excel is an asset.
- Calculate, as set out in By-Law 2, campaign spending and contribution limits.
- Generate candidate information materials that outline campaign spending and contribution rules in a user-friendly manner.
- Validate and ensure expenses of candidates are being properly and accurately recorded.
- Deliver a brief presentation at the All Candidates Meeting (ACM) explaining the function of the Finance Sub-Committee.
- Participate in investigations related to campaign finance violations, under the direction and supervision of the DRO and/or CRO.
- Assist the CRO and DRO in preparing and conducting any and all appeals of Election Committee decisions.
- Supervise and support the Assistant Manager of Finance.
- Other duties as assigned by the CRO.

Assistant Manager of Finance (1)

Supervisor: Manager of Finance

- Assist the Campaign Finance Manager with any/all finance-related responsibilities, as required.
- Maintain a list of candidates and track their expenses/contributions.

- Validate and ensure expenses of assigned candidates are being properly and accurately recorded.
- Ensure candidate compliance with all relevant campaign finance policies.
- Be trained in relevant areas of By-Law 2, violation investigation protocols, and violation hearing procedures.
- Participate in investigations related to campaign finance violations, under the direction and supervision of the DRO and/or CRO.
- Assist the CRO and Manager of Finance and Administration in preparing and conducting any and all appeals of Election Committee decisions.
- Other duties as assigned by the Manager of Finance and Administration.