



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Elections Governance Officer (EGO)</b>
<b>Authority:</b>	CRO
<b>Remuneration:</b>	\$2500 Honorarium
<b>Hours of Work:</b>	12 hours/week during Winter Elections
<b>Term:</b>	November 1, 2023 to March 1, 2024

### **OVERVIEW:**

The Elections Governance Officer (EGO) will be an aid to the CRO and DRO in the administration of USC elections. The EGO is responsible for assisting with the duties of the Elections Committee in the execution of the Winter Election, with a focus on Marketing & Communications, Investigations, and Finance & Administration.

### **DUTIES AND RESPONSIBILITIES:**

#### Marketing & Communications

- Manage the USC Elections website in collaboration with the USC Web Development Intern and USC IT Services.
- Act as a liaison with the USC's communications and promotions team
- Respond to media requests from the Western Gazette and Radio Western in collaboration with the CRO.
- Lead the development of social media and communication strategies on behalf of the Elections Governance Committee.
- Plan events including Results Night/State of the USC.

#### Investigations

- Conduct investigations into candidate misconduct, as per By-Law 2, under the direction and supervision of the DRO/CRO.
- May have the opportunity to participate in hearings.
- 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.

#### Finance & Administration

- Confirm the eligibility of candidates and nominators through the use of the UWO Student Directory, in collaboration with the CRO and Senior Manager, Advocacy & Government Services
- 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.
- Participate in investigations related to campaign finance violations, under the direction and supervision of the DRO and/or CRO.

### **QUALIFICATIONS:**

- The EGO must be an undergraduate or professional (Law, Education, Medicine or Dentistry) student as defined by Western University during the school year they are in their role.
- Due to the autonomous nature of elections, you will be ineligible for any paid or volunteer USC position that falls under an Executive portfolio
- You cannot hold a governance role in the USC such as Councillor, Director or Member of USC Appeals Board

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** Strong interpersonal communication skills are required, 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.
- **Project Management & Problem Solving:** Strong organizational and time management skills are paramount to the success in assigned projects. The Elections Governance Officer should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Policy Understanding:** A thorough understanding of By-Law #2 and the rules that govern the USC elections will be incredibly important in this role.
- **General:** Knowledge of the University and all levels of government is an asset.

### **TRAINING:**

The Elections Governance Officer will be required to attend all USC-mandated training sessions for part-time staff, as determined by the USC People and Development Department.

Specific job training will be provided by the CRO and DRO, along with the Senior Manager, Advocacy & Government Services.