



University Students' Council – Position Description

Position Title:	Chief Returning Officer
Accountability:	USC Board of Directors
Remuneration:	\$18 per hour
Hours of Work:	5-10 hours per week for May-December; Hours will fluctuate in January and February
Term:	May 1, 2024 - April 30, 2025

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

DUTIES AND RESPONSIBILITIES:

- Be chair, ex-officio, of the Elections Governance Committee
- Recruit, train and supervise the Deputy Returning Officer (DRO), Elections Governance Officers (EGOs), and Elections Subcommittee Members
- Adhere to USC bylaws, policies, and procedures
- Complete a final report
 - a. Must be in compliance with the USC's Interim and Final Reports Procedure;
 - b. The CRO will be compensated for 12 hours in exchange for the completion of the final report
- Will conduct media related interviews as needed by the Gazette, Radio Western, with the support of the Manager, Public Relations
- Conduct a review of relevant bylaws, policies, and procedures by the end of the fall term in order to provide clear interpretations to committee members and candidates well in advance of the election
- 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
- Communicate with ITS, USC system administrator, other necessary parties to ensure electronic requirements are met, including online balloting
- Work with the University Secretariat in planning the elections for the Senate and Board of Governors
- Work the University Registrar to confirm candidate eligibility and gather the voting list
- Organize an All-Candidates meeting to inform the candidates of election procedures and answer any questions/concerns
- Organize and established guidelines for Candidate forums and Debates

- Ensure with the Elections Governance Committee that By-Law #2 and other relevant policies and procedures are enforced
- Issue the official election results to candidates, the public, and the media.

QUALIFICATIONS:

- All candidates must be an undergraduate or professional student at Western University for the term of the employment.
- The CRO may not hold another paid, elected or volunteer role at the USC during their term.

KNOWLEDGE, SKILLS and ABILITIES:

- Interpersonal Communication: The CRO 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.
- Project Management: Strong organizational and time management skills are pertinent to the success of this position
- Group Facilitation: The CRO should have effective group facilitation skills. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members.
- Critical Thinking: The CRO should be able to analyze the available facts, in order to form judgments and decisions by the application of unbiased analyses and evaluation.

TRAINING:

The Chief Returning Officer will be required to attend all USC-mandated training sessions for Interns, as determined by the USC People and Development Department.

The Chief Returning

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