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University Students' Council – Position Description

Position Title:	Elections Governance Board Member
Accountability:	USC Board of Directors
Remuneration:	\$1500 Honouraria (based on attendance)
Hours of Work:	0-5 hours per week for September-December; Hours will fluctuate in January and February (must be available to meet 2-3 times a week during the campaign period for investigation rulings)
Term:	September 1, 2026 - April 30, 2027

OVERVIEW:

The Elections Governance Board Member (EGBM) works with the External Investigator to facilitate the administration of USC elections, responsible for the execution of Fall and Winter Elections, as well as the Vice-President External Affairs, and Vice-President University Affairs Elections.

DUTIES AND RESPONSIBILITIES:

- Review violation investigation reports provided by the External Investigator; deliberate with other Board members and issue rulings, sanctions, warnings, or disqualification decisions in accordance with Electoral Policy.
- Review alleged violations related to General Council in-council elections outside of regular election periods.
- Ensure elections and referenda are administered in accordance with applicable USC by-laws, policies, and Electoral Policy, including interpreting procedural requirements where questions arise.
- Authorize election calendars, ballots, candidate lists, and official election and referendum results.
- Participate in candidate meetings, hearings, and outreach activities, as required, to support candidate education and procedural fairness in coordination with USC staff.
- * One EGBM will be appointed as the Primary Campaign Finance Manager, responsible for reviewing candidate reimbursement submissions, coordinating reimbursement processing, and escalating reimbursement concerns or potential policy violations to the Elections Governance Board where appropriate.

QUALIFICATIONS:

- All candidates must be an undergraduate or professional student at Western University for the term of the employment.
- May not hold another paid, elected or volunteer role at the USC during their term.
- A strong understanding of conflict of interest and the necessity of recusing yourself from violation investigation panels of which you have a conflict of interest

KNOWLEDGE, SKILLS and ABILITIES:

- **Communication:** Strong written and verbal communication skills; must be capable of providing impartial feedback and timely updates
- **Policy Literacy:** Ability to interpret and apply bylaws, procedural rules, and governance policies
- **Critical/Analytical Thinking:** Sound judgment when reviewing violation investigations, and applying sanctions; able to act impartially under pressure
- **Decision-Making and Discretion:** Ability to maintain confidentiality and a commitment to following the outlined process and ; making the best decisions with the information available
- **Integrity & Impartiality:** Commitment to fairness, neutrality, procedural fairness, and ethical decision-making.
- **Time Management:** Ability to meet tight investigation, convening and decision-making timelines during election periods.

TRAINING:

The Elections Governance Board Members will be required to attend all USC-mandated training sessions, as determined by the USC People and Development Department.

This includes mandatory Health and Safety training and any sessions for elections-specific tools, methods, or platforms.