

# JOB DESCRIPTION

## Chief Returning Officer



<b>Job Title:</b>	Chief Returning Officer (CRO)	<b>Job Category:</b>	UWSA Coordinator
<b>Department/Group:</b>	University of Windsor Students' Alliance (UWSA)	<b>Reports to:</b>	General Manager (GM)
<b>Location:</b>	UWSA office - CAW Student Centre		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	General Manager – Maria Hamilton	<b>Date posted:</b>	
<b>Internal posting URL:</b>	<a href="http://www.uwsa.ca/about/uwsa-opportunities/">www.uwsa.ca/about/uwsa-opportunities/</a>	<b>Travel required:</b>	No

### Applications Accepted By:

UWSA office – CAW Student Centre, Room 209

Phone: 519-971-3600 | E-mail: [uwsa@uwindsor.ca](mailto:uwsa@uwindsor.ca) | Fax: 519-971-3654

[www.uwsa.ca/about/uwsa-opportunities/](http://www.uwsa.ca/about/uwsa-opportunities/)

### General Scope of Duties

#### ROLE

Reporting to the General Manager, the Chief Returning Officer (CRO) is responsible for overseeing all aspects of the elections and referenda process of the UWSA and student societies, including the promotion and engagement of the electoral process, administration of voting stations, the coordination and accuracy of ballot counting, and ruling on elections matters. The CRO provides reports to the Board of Directors after each election/referendum. They also hold a non-voting seat on the Elections Committee, which has oversight over appeals and rules during elections. The CRO must ensure the electoral process is organized and managed in an efficient, fair, unbiased and impartial manner, according to the UWSA Elections Policy and By-Laws. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail-oriented, have strong interpersonal and conflict resolution skills, and excellent time management skills.

#### DUTIES AND RESPONSIBILITIES

- Oversee all elections/referenda (including the Fall By-Election and Spring General Election) of the UWSA and societies, according to the UWSA Elections Policy and By-Laws
- Strictly adhere to and enforce, in both letter and in spirit, the Elections Policy and By-Laws (as they apply to elections)
- Manage the electoral process, including but not limited to: the administration of the nomination, campaigning and voting periods, enforcement of applicable rules and procedures, budgeting, marketing and promotion, material preparation and provision, and other supplies and resources
- Develop, plan and execute all marketing strategies to engage potential candidates and voters, before and during the election period
- Establish and maintain positive relationships with campus partners and local media to publicize elections events
- Work with the UWSA Communications Department to ensure the UWSA website and social media channels are consistently and regularly updated with relevant election materials
- Recruit, hire, train and supervise up to two Deputy Returning Officers (DROs)
- Recruit, hire, train, supervise and assign the appropriate number of polling station clerks
- Remain knowledgeable and current with any relevant decisions of the Board of Directors affecting elections policies and/or procedures
- Serve as a resource for information on electoral procedures to the Board of Directors and student societies
- Serve as an ex-officio, non-voting member of the Elections Committee, attending all meetings and assisting with duties as required
- Fulfill any other duties as required by the By-Laws or Policies of the UWSA, or GM

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### ACCOUNTABILITIES

- Acquire a list of valid voters from the University Registrar's Office
- Provide regular updates regarding the timing and progress of the electoral process to the GM
- Prepare and submit an elections calendar for each election/referendum, including the Fall By-Election and General Election, for approval by the Board of Directors
- Prepare and present a comprehensive written report to the Board of Directors after each election/referendum. This report must include a detailed summary of the election/referendum and any recommendations for revisions to best practices and current By-Laws/Policies.
- Complete max. 500 hours by the end of the academic year within the agreed-upon office hours
- Post and maintain regular office hours during election and referenda periods
- Prepare a comprehensive transition manual, as defined by the GM, before the end of their employment, including accomplishments and recommendations for future position holders

### PREFERRED QUALIFICATIONS

- Post-secondary education or equivalent combination of education and experience
- General knowledge of the UWSA Elections Policy and By-Laws
- Experience with organizing elections
- Strong understanding of and commitment to inclusivity
- Strong understanding of and commitment to impartiality and non-partisanship
- Ability to maintain confidentiality
- Experience supervising, training and/or supporting a team
- Strong analytical, problem solving, time management, administrative, and organizational skills
- Ability to make decisions under pressure and within time constraints
- Experience with conflict resolution
- Professional verbal and written communication skills
- Ability to work independently and in a team environment
- General knowledge of the organizational structure and operations of the UWSA, and/or experience with student organizations

### WORKING CONDITIONS

- Work will require use of a vehicle
- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

Signature:		Date:	
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The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position

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