

	Acadia Students' Union Job Description	
	Section: GV-2018-04	Pages: 5
Position: Chief Returning Officer		
Location: Old SUB 628 Department: Council	Reports to: Students' Representative Council ("Council")	Coverage: Incoming Chief Returning Officers

1.0 Position Summary

Acting independently from Council, the Chief Returning Officer is responsible for the fair and efficient administration of all Union elections, plebiscites and referenda. The Chief Returning Officer is also responsible for the proper enforcement of By-Law Three (Union Elections Act) and By-Law Four (Referendum and Plebiscite Act). The Chief Returning Officer plans events during elections including all-candidates meetings, debates, forums, etc. and creates media advertisements to encourage participation in the democratic process. The Chief Returning Officer also oversees the individual campaigns of each candidate and ensures that candidates and students have access to a full and fair complaint resolution system as outlined in the by-laws.

2.0 Scope

Failure to properly administer an election, plebiscite or referendum in accordance with the governing documents of the Acadia Students' Union may result in a serious loss of credibility for the Acadia Students' Union and its governing body, the Students' Representative Council.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Advertising of elections, plebiscites and referenda through posters, banners, flyers, social media and other media;
2. Presenting the Council with a formal election plan for ratification prior to the commencement of each academic semester;

- a. The Formal Election Plan should include dates of major deadlines and events, as well as debate format, among other relevant information;
3. Keeping the public, the Council and all election candidates informed of any issues arising that are related to voting;
4. Liaising with Technology Services, the User Support Centre and the Registrar's Office to ensure that all voter lists are accurate and that there is reliable infrastructure to accommodate electronic voting;
5. Ensuring that no person(s) have access to ballots or voter lists before the date of the election except for those person(s) involved in their creation;
6. Ensuring that candidates are reimbursed for campaign expenses where appropriate;
7. Overseeing the campaigns of each candidates, and ensuring that no candidate contravenes any portion of By-Law 3;
8. Overseeing the work of all other Election Officials;
9. Ensuring that candidates have full and fair access to the complaint resolution procedures as outlined in Article 12 of By-Law 3 (Union Elections Act);
10. Arranging a public debate for all elections, referenda and plebiscites;
11. Announcing election results to candidates at a meeting held before results are made publicly available;
12. Announcing election results to the general student body within twenty-four (24) hours after the closing of the voting period through all student email, and the following day at the Info Desk and outside the Council Chair's Office;
13. Providing Council, The Athenaeum, and any other Union member who so requests with a paper copy of the summary of results of any Union election, referendum or plebiscite;
14. Providing a formal exit report concerning all aspects of the election to Council, to be posted on the Union website;

15. Validating each nomination form with their signature or initials after confirming that all eligibility requirements have been met by the candidate within twenty-four (24) hours after receiving the nomination form.
16. In addition to any powers specified elsewhere in this Constitution and By-Law, the Chief Returning Officer shall have the following powers:
 - a. In consultation with the Elections Sub-Committee of the Review Board, to remove any Election Official(s) who have contravened any part of this Constitution and By-Law;
 - b. In consultation with the Elections Sub-Committee of the Review Board, to expel from any Union election a candidate who has contravened any portion of this Constitution and By-Law;
17. Ensure the creation of election advertising materials including but, not limited to, social media campaign, print materials, word documents and website content.

4.0 Working Relations

Internal: Deputy Chief Returning Officer, Chairperson, Council, General Manager and ASU staff, House Councils (as needed).

External: Members of the Public (including Students), Acadia University staff members.

5.0 Working Conditions

Physical Demands – The Chief Returning Officer may have to work odd or long hours to complete projects and may have to spend long hours sitting and using office equipment, computers and attending sessions which can lead to muscle strain and fatigue.

Environmental Conditions – The Chief Returning Officer will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of students. The Chief Returning Officer may find the environment to be busy and noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands – The Chief Returning Officer will have to manage a number of tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The Chief Returning Officer will need to handle complaints of an electoral nature from students and Union staff which may result in emotionally charged situations.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Demonstrated understanding of generally accepted political or electoral standards;
- Knowledge of the mandate, role and responsibilities of the Chief Returning Officer and By-Law Three (Union Elections Act) and By-Law Four (Referendum and Plebiscite Act)
- Experience in managing special events in short time frames;
- Moderate computer knowledge including a working knowledge of developing spreadsheets, reports, and presentations in Microsoft Word and Excel;
- Demonstrated ability to use reliable judgment and maintain confidentiality;
- Detail oriented and ability to compile, verify, and research information and data;
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusions or approaches to concerns;
- Exceptional communication skills (written, verbal, social media);
- Ability to work with independently and in a small team environment;
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to election staff in a consistent and fair manner;
- Excellent customer service and interpersonal skills and possess cultural and political awareness;
- Strong organization skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands, and meet deadlines;
- Ability to respond creatively to pressure and experience dealing with situations of crisis.
- Diplomacy, judgment, and adaptability

Asset Qualifications

- Previous experience in election work, including both partisan (working with political parties and candidates) and non-partisan (working with municipal, provincial/territorial or federal electoral agencies) participation

7.0 Attachments

None