

	Acadia Students' Union Job Description	
	Section: GV-2018-03	Pages: 4
Position: Deputy Chairperson		
Location: Old SUB 628 Department: Council	Reports to: Students' Representative Council ("Council")	Coverage: Incoming Deputy Chairpersons

1.0 Position Summary

Under the supervision of the Chairperson and Chief Returning Officer, the Deputy Chairperson is primarily responsible for Council and select Committee minutes and election tasks as assigned by Chief Returning Officer. As Deputy Chairperson, the individual acts as the secondary Presiding Officer for Council meetings and may be required to run Council meetings in the absence of the Chairperson or following a Declaration of Conflict of Interest by the Chairperson. As Deputy Chief Returning Officer, the individual is responsible for coordinating polling stations on voting days and working with the Chief Returning Officer throughout election periods to ensure a fair and free electoral process.

2.0 Scope

Failure to ensure accurate records of Council decisions may result in increased liability and a 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.

Deputy Chairperson

1. Attend all meetings of Council, and be the official minute-taker;
2. Prepare detailed minutes for all Council meetings, under the supervision of the Chairperson, which will be available no later than five (5) days after a meeting, and which will be approved by Council at the next subsequent meeting;

3. Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
4. Review the minutes of each meeting before distribution and maintain a permanent file of all minutes, agendas and related documents;
5. Ensure that electronic versions of all minutes, agendas and related documents, be archived and available online through the Union website;
6. Keep an attendance record of all members of Council;
7. Assist the Chairperson in promoting the work of Council among members of the Union;
8. Chair Council meetings in the Chairperson's absence;
9. Act as the Deputy Chief Returning Officer of the Union, as outlined in the elections by-law;
10. Perform such other duties as are assigned by the Chairperson.

Deputy Chief Returning Officer

1. The Deputy Chief Returning Officer shall assist the Chief Returning Officer at all times during Union elections, plebiscites and referenda;
2. The Deputy Chief Returning Officer is responsible for completing any tasks assigned by the Chief Returning Officer;
3. The Deputy Chief Returning Officer shall be responsible for determining the location and staffing of each poll station during elections;
4. The Deputy Chief Returning Officer shall serve as a poll supervisor on the day of election unless otherwise excused by the Chief Returning Officer;
5. Should the Chief Returning Officer resign or be unable to fulfill their duties, the Deputy Chief Returning Officer shall fulfill his/her duties during the nomination, campaign, and election period;
6. The Deputy Chief Returning Officer may resign or be impeached by Council and will remain ineligible to run in any Union Election for the remainder of the current term of Council, ending on May 1st of the year following their appointment;
7. Council shall have the power to appoint an alternate Deputy Chief Returning Officer should the Deputy Chief Returning Officer resign or be otherwise unable to fulfill their office.

4.0 Working Relations

Internal: Chief Returning Officer, Chairperson, Council, General Manager and ASU staff, House Councils

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

5.0 Working Conditions

Physical Demands – The Deputy Chairperson may have to spend long periods sitting and using office equipment, computers and attending sessions which can lead to muscle strain and fatigue.

Environmental Conditions – The Deputy Chairperson will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs of the position. The Deputy Chairperson 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 Deputy Chairperson will have to manage a number of requests and tasks at one time. The Deputy Chairperson may need to handle election and conduct complaints from students 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 Acadia Students' Union and its governing documents (Constitution, its By-Laws and its Operating Procedures)
- Moderate computer knowledge including a working knowledge of developing spreadsheets, reports, and presentations in Microsoft Word and Excel;

- Responsible and respectful
- Personable and Friendly
- Eager to Learn and Do good things
- High degree of professionalism
- Good listening skills
- Demonstrated ability to use reliable judgment and maintain confidentiality;
- Detail oriented and ability to compile, verify, and research information and data;
- 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 Members of Council 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;
- Diplomacy, judgment, and adaptability

Asset Qualifications

- Previous experience with any of the following:
 - Elections, including both partisan (working with political parties and candidates) and non-partisan (working with municipal, provincial/territorial or federal electoral agencies) participation
 - Robert's Rules of Order or meeting procedures
 - Minute taking

7.0 Attachments

None