



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

## CHIEF ELECTORAL OFFICER

The CSA's Elections Office is fundamental to the democratic governance of the student union. Each year this office ensures the democratic participation of the CSA membership in a Fall By-Election and a Winter General Election. The Chief Electoral Officer is responsible for the administration and supervision of these Elections and coordinating the work of the Elections Office and the Assistant Electoral Officer.

<b>Term</b>	January 9 to April 7, 2017 Total of 13 Weeks
<b>Hours</b>	15 hours per week, 195 hours total <i>(hours vary from week to week, particularly during election periods)</i>
<b>Wages</b>	\$2,481 (includes vacation pay)
<b>Executive Supervisor</b>	Academic & University Affairs Commissioner

### TRAINING AND TRANSITION:

- Required to provide up to 5 hours of transitioning training to the incoming staff member at the end of this contract
- Required to create /update the CEO Transition & Operating Manual to be submitted to Finance & Operations Commissioner prior to the end of your contract
- Required to sit on the CEO hiring committee as the staff member, unless directed otherwise by the Finance & Operations Commissioner

### JOB DESCRIPTION:

- Conduct elections in accordance with CSA By-laws and Policies
- Act in an unbiased manner
- Maintain 8 office hours per week in the Winter. Office hours shall increase during campaign and voting periods. Office hours are defined as between the hours of 9 am and 6 pm.
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your supervisorial Commissioner, as requested
- Meet with the Academic & University Affairs Commissioner as requested
- Be responsible for assigning tasks and overseeing the Assistant Electoral Officer in collaboration with the Academic & University Affairs Commissioner.
- Schedule Election Office Team meetings
- Meet with the Executive Committee to review Election Bylaws and Policies for approval and develop an elections and referendum timeline as per CSA bylaws and policy.
- Meet with the Promotional Services & Graphic Designer, Assistant Elector Officer and the Academic & University Affairs Commissioner to discuss promotion of the Elections
- Attend the CSA Annual General Meeting, and support in conducting outreach for CSA Elections, AGM, and programming as requested
- Meet with Promotional Services and Graphic Designer and the Programmer to ensure that all necessary spaces and resources are booked (i.e. candidate forum venue, banner space, meeting spaces etc.).
- Work with the Assistant Electoral Officer, Promotional Services & Graphic Designer, Office Manager, Business Manager and Academic & University Affairs Commissioner to ensure all components of the Candidates package is complete

- Meet with Student Housing Services and Residence Life Services to discuss promotion of the elections, candidate access to residences for campaigns, and residence postering policies
- Review the Elections Budget for the current and upcoming elections with the Business Manager. It should include all necessary expenses such as photocopying, advertising, necessary supplies, telephone, etc.
- Ensure the completion of all other duties as laid out in the CSA Bylaws and Policies

#### **RESOURCE TO CANDIDATES AND REFERENDUM TEAMS**

- Act as the primary liaison with campus departments and representatives regarding CSA elections, including (at a minimum) the Library, Registrarial Services (for the ratification of nomination signatures) and Student Housing Services and Residence Life Services
- Validate candidate nominations and requisite signatures in accordance with CSA Elections' Bylaws and Policies
- Respond to emails within 24 hours outside of peak times, and within 12 hours during campaign/voting periods
- Ensure all candidates and referendum teams receive all pertinent election information and packages including the candidate package, list of classrooms with 100+ students, and schedule of election fines
- Send important election updates to candidates and referendum team in a timely manner
- Ensure all candidates comply with the CSA Election's Bylaws and Policies
- Approve campaign materials in accordance with bylaws and policies
- Monitor and follow-up on complaints and infractions related to CSA candidates/referendum teams

#### **REFERENDUM QUESTIONS**

- Receive referendum questions
- Chair the Standing Referendum Committee (SRC)
- To strike meetings of the SRC, should it be necessary, in a timely manner prior to the Election Period

#### **ARCHIVING AND REPORTING**

- Prepare and submit a nominations report containing candidates and referendum questions no more than 7 days after the close of nomination period for approval by the Board of Directors
- Revise and submit the schedule of election fines for ratification by the Board of Directors
- Prepare a final elections report of results and quorum, containing a motion for ratification by the Board of Directors submitted to the first Board of Directors meeting after the completion of the elections
- Present a year-end report to the Board of Directors with election recommendations including a review of timelines, bylaw and policy changes, election fines, voting statistics, and the work of the Elections Office, to be reviewed by PBRC
- Create and maintain an archive of election results for all Elections and Referendums. This report is to be submitted to the Executive Committee, Office Manager and Business Manager.,
- **Qualifications:**
- Ability to work independently
- Excellent communications skills
- Demonstrated knowledge of interpreting and understanding bylaws, policies & procedures
- Good organization and time management skills
- General knowledge of the CSA and how it runs, specifically election procedures
- Strong leadership skills
- Arbitration and diplomacy skills
- Dedication and commitment
- Strong understanding of, and commitment to anti-oppression

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**Deadline for applications is Thursday, December 8th, 2016 at 12:00 PM (noon)**

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

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For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

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