The Central Student Association (CSA) is the undergraduate student association 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 RETURNING OFFICER

The CSA’s Elections Office is fundamental to the democratic governance of the student association. Each year this office ensures the democratic participation of the CSA membership in elections including a Fall By-Election and a Winter General Election. The Chief Returning Officer (CRO) is responsible for the administration and supervision of these Elections and coordinating the work of the Elections Office and the Assistant Returning Officer.

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall 2022 – 40 flex hours</th>
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<tbody>
<tr>
<td></td>
<td>January 9 to April 7, 2023, 13 weeks</td>
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<td>Total of 13 Weeks</td>
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<tr>
<th>Hours</th>
<th>Fall Flex – 40 hours (total) between start date and December 16, 2022</th>
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<tr>
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<td>Winter - 15 hours per week</td>
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<td>235 Hours Total</td>
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<td><em>(Hours vary from week to week, particularly during election periods)</em></td>
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| Wages         | $3,986 (includes vacation pay)                                      |

| Immediate Supervisor | Policy & Transition Coordinator (PTC)                             |

| Executive Supervisor | President                                                     |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Worker Health and Safety Awareness in 4 Steps
  - Anti-Oppression and Anti-Racism
  - Accessible Service Provision
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - Positive Workplace: CSA Norms and Conflict Resolution
  - Respect in the Workplace: Legislation Training
- Throughout the term of employment, required to update the Elections Operating Manual in consultation with the Policy & Transition Coordinator (PTC), and electronically submit the updated manual to the Office Manager and the PTC prior to the end of the contract
- May be required to participate on the CRO’s hiring committee as directed by your Executive Supervisor

JOB DESCRIPTION:

GENERAL DUTIES:

- Act in an unbiased manner
- Maintain eight (8) onsite office hours per week in the Winter semester. Office hours shall increase during campaign and voting periods
• Keep an updated electronic time log (stored on the G:Drive) during the Winter semester, which will be reviewed by your supervisor and Business Manager on a biweekly basis (Friday of a pay week)
• Meet with the President, PTC, and CSA Board of Directors as required
• Oversee the completion of the Assistant Returning Officer roles and responsibilities in collaboration with the PTC

FALL FLEX HOURS: : 40 FLEX HOURS
• Meet with the outgoing CRO for transition training
• Meet with the Policy & Transition Coordinator to review Election Bylaws and Policies
• Meet with the President and PTC to establish a referendum timeline as per bylaws and policy
• Receive referendum questions and inform the President and PTC of submissions
  ▪ Chair the Standing Referendum Committee (SRC)
  ▪ With the PTC, assist the Board of Directors with the appointment of Standing Referendum Committee members, as per Electoral Policy
• Revise and submit the schedule of election fines for ratification by the Board of Directors
• In collaboration with the PTC, ensure all components of the Director and Executive Candidates package are complete for the November 30th CSA Board meeting
• Confirm all necessary spaces and resources are booked, in collaboration with the President and PTC (i.e., candidate forum venue, banner space, meeting spaces, etc)
• Schedule a promotion meeting with the President, Promotional Services Coordinator, PTC and Core Staff to establish a promotional strategy for the Elections
• Meet with Student Housing Services and Resident Life Services to discuss promotion of the elections, candidate access to residences for campaigns, and residence poster policies
• Review the Elections Budget with the Business Manager and President, which would include, but not limited to, the candidate’s campaign allowance and reimbursement process and promotional expenses

ELECTION RESPONSIBILITIES
• Conduct elections in accordance with CSA By-laws and Policies
• Obtain, for the purposes of voting, an up-to-date CSA membership list of all the fee-paying members from the Registrar’s Office, in consultation with the President to ensure every member group is included
• Obtain from Registrar, class lists with more than 100 students to be used as speaking lists during the election period
• Schedule regular Election Planning meetings with the ARO, President, PTC, Promotional Services Coordinator, Business Manager, Office Manager, as appropriate
• Preparing for, schedule, and facilitate an all-candidates meeting in accordance with CSA Bylaws and Policies
• In collaboration with the President and the ARO, prepare and facilitate the All-Candidate’s Forum
• Attend the CSA Annual General Meeting if required
• Support in conducting outreach for CSA Elections, Annual General Meeting (AGM), and programming as requested
• 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
• Ensure that candidate nominations and requisite signatures are verified in accordance with CSA Elections’ Bylaws and Policies, which includes but is not limited to the Winter General Elections, Fall By-Elections, and the Director Appointment Process
• 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 and schedule of election fines
• Send important election updates to candidates and referendum teams in a timely manner
• Ensure all candidates comply with 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 and/referendum teams

REPORTING AND ARCHIVING
• Within 7 days after the close of the nomination period, prepare and submit a Nomination and Referendum Report containing candidates’ information and referendum questions for approval by the Board of Directors
• Prepare a detailed Elections Results Report, including any formal complaints received (with input from the Elections Appeals Board), quorum, candidate results and referendum questions, preamble, and results, for submission to the first Board of Directors meeting after the completion of an election
• Present a Year-end Report to the Board of Directors with election recommendations including a review of timelines, Bylaw and Policy changes to be reviewed by PBRC, election fines, voting statistics, and the work of the Elections Office
• Create and maintain an archive of ratified election results for all Elections and Referendums. This report is to be submitted to the President, Business Manager and Policy & Transition Coordinator

QUALIFICATIONS:
• Demonstrated knowledge of interpreting and understanding bylaws, policies & procedures
• Experience working with confidential data
• Excellent communications skills, both verbal and written, including strong report writing skills
• Good organization and time management skills
• Ability to work independently
• Strong understanding of, and commitment to, diversity and inclusion
• General knowledge of the CSA and how it runs, specifically election procedures
• Strong leadership skills
• Arbitration and diplomacy skills
• Dedication and commitment
• Experience with survey software, including Qualtrics, is an asset

EXTENDED Deadline for applications is Friday November 4th, 2022, at 4:00 PM
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/jobs

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

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.