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>Summer 2023 – 12 flex hours</th>
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<tbody>
<tr>
<td></td>
<td>September 5 to December 1, 2023, 13 weeks</td>
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<td>January 8 to April 8, 2024, 13 weeks</td>
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<td>Total of 26 Weeks</td>
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<td>Hours</td>
<td>15 hours per week, 402 hours total</td>
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<td>(Hours vary from week to week, particularly during election periods)</td>
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<tr>
<td>Wages</td>
<td>$7,056 (includes vacation pay)</td>
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<tr>
<td>Immediate Supervisor</td>
<td>Policy &amp; Transition Coordinator (PTC)</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>President</td>
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TRAINING AND TRANSITION:

- Workplace Health and Safety
- Anti-Oppression
- Accessible Service Provision
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
  - Workplace Respect: Workplace Violence & Harassment
- Throughout the term of employment, required to update the Elections Operating Manual in consultation with the Policy & Transition Coordinator, and electronically submit the updated manual to the Office Manager and the Policy & Transition Coordinator prior to the end of the contract
- May be required to participate on the CRO’s and ARO’s hiring committee as directed by your Executive Supervisor

JOB DESCRIPTION:

GENERAL DUTIES:

- Act in an unbiased manner
- Maintain ten (10) onsite office hours per week in the Fall and Winter. Office hours shall increase during campaign and voting periods
• Keep an updated electronic time log (stored on the G:Drive) which will be reviewed by your supervisor and Business Manager on a biweekly basis (Friday of a pay week)
• Meet with the President, Policy & Transition Coordinator (PTC), Elections and Referendum Committee, and CSA Board of Directors as required
• Oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities in collaboration with the PTC

SUMMER DUTIES: 12 FLEX HOURS
• Meet with the PTC to review Election Bylaws and Policies and complete other training as applicable
• Coordinate with the President, Promotional Services Coordinator, and PTC to establish a promotional strategy for the Elections as needed, including Residence space opportunities
• Meet with the CSA Events Coordinator to review confirmed space bookings for Election activities
• Schedule dates for the All-Candidates Meeting as well as the General Information Session, in collaboration with the President
• Review and update the Nomination Package and Candidate’s Package in collaboration with the PTC and President

ELECTION RESPONSIBILITIES
• Conduct elections and by-elections in accordance with CSA Bylaws and Policies
• In collaboration with the PTC, ensure all components of the Director and Executive Candidates package are complete and is in compliance with CSA Bylaws and Policies
• Act as Chair of the Elections and Referendum Committee
  • Schedule meeting times and set the meeting agendas
  • Receive referendum questions and inform the President and PTC of submissions
• 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
• Schedule regular Election Planning meetings with the ARO, President, and PTC, and general information, space bookings, financial, and promotional meetings with the Business Manager, Promotional Services Coordinator, Student Experience Coordinator, and Office Manager as applicable
• Attend the General Information Sessions as organized and led by the Executive Committee.
• In collaboration with the President, confirm a cross-campus outreach strategy
• Ensure the website and communications materials are updated regularly with nominee announcements, candidate bios, and election how-to’s
• Prepare for, and facilitate All-Candidates Meetings in accordance with CSA Bylaws and Policies
• Prepare for, and facilitate the All Candidate’s Forums, this includes:
  • Preparing the candidates and providing pertinent information
  • Establishing and collecting pre-set questions
  • Reviewing forum setup and sound with the Student Experience Coordinator
  • Serving as the moderator, with support of the ARO
• Polling Station Responsibilities:
  • Confirm locations, times, and staffing requirements with Student Experience Coordinator
  • Prepare materials, poster boards, quick reference sheets, and equipment for polling stations
  • Provide comprehensive training to polling clerks prior to shift
• Attend the CSA Annual General Meeting if required
• Ensure the completion of all other duties as laid out in the CSA Bylaws and Policies and as assigned by the PTC and President
RESOURCE TO CANDIDATES AND REFERENDUM TEAMS

- Act as the primary liaison with Registrarial Services for the ratification of nomination signatures
- Ensure that candidate nominations and requisite signatures are verified by the ARO in accordance with CSA Elections’ Bylaws and Policies
- Obtain from Registrar, class lists with more than 100 students to be used as speaking lists during the election period
- Ensure candidates and referendum teams receive all pertinent election information and packages, including the candidate package, nomination form/package, and schedule of election penalties.
- Ensure all candidates have the CSA Elections’ Bylaws and Policies, and University Regulations available to them prior to campaign period and ensure their compliance
- In collaboration with the ARO, approve campaign materials in accordance with CSA Bylaws and Policies
- Approve and/or deny campaigning methods in a manner consistent with CSA Bylaws and Policies
- Monitor and follow-up on complaints and infractions related to CSA candidates and/or referendum teams, and when necessary, bring issue forward to the Elections and Referendum Committee
- Send important election updates to candidates and referendum teams in a timely manner
- Be flexible and available in-person and online for appointments

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 if applicable), quorum, candidate results and referendum questions, preamble, and results, for submission to the first Board of Directors meeting after the completion of an election
- Submit final Elections Results Report, signed by CRO, to 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
- Strong leadership and decision-making skills
- Excellent organization and time management skills
- Excellent interpersonal skills
- Ability to work independently and collaboratively in a team
- Conflict resolution skills
- General knowledge of CSA Operations and Elections, and campus resources is an asset
- Experience with survey software, including Microsoft Forms, is an asset

Deadline for applications is Friday, August 18, 2023, 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.