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 (WINTER 2021 ELECTION ONLY)

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 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.

| Term | November 2 to December 11, 2020, 6 weeks  
|      | January 11 to April 9, 2021, 13 weeks  
|      | Total of 19 Weeks |
| Hours | Fall - 10 hours per week, Winter - 15 hours per week, 255 hours total  
|       | (hours vary from week to week, particularly during election periods) |
| Wages | $4,080, (includes vacation pay) |
| Immediate Supervisor | Policy & Transition Manager |
| Executive Supervisor | President |

TRAINING AND TRANSITION:

- Required to attend training as scheduled by the Office Manager covering topics related to Health and Safety, conflict resolution, inclusivity, CSA policy and bylaws, etc.
- Throughout the term of employment, required to update the Elections Operating Manual in consultation with the Policy & Transition Manager, and electronically submit the updated manual to the Office Manager and the Policy & Transition Manager 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:

- Conduct winter election in accordance with CSA By-laws and Policies
- Act in an unbiased manner
- Maintain six (6) office hours a week in the Fall and eight (8) office hours per week in the Winter. Office hours shall increase during campaign and voting periods
- Keep an updated electronic time log (when possible, 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 Policy & Transition Manager and CSA Board of Directors as requested
- Assign tasks and overseeing the Assistant Returning Officer in collaboration with the Policy & Transition Manager
- Schedule Election Office Team meetings
- Meet with the Policy & Transition Manager to review Election Bylaws and Policies for approval as per CSA bylaws and policy.
• Schedule regular Election Planning meetings:
  • With the Policy & Transition Manager to finalize an election and referendum timeline as per CSA bylaws and policy
  • With the President and Promotional Services & Graphics Designer to establish a promotional strategy for the Elections
  • Ensure all components of the Candidates package is complete, working with the Policy & Transition Manager
  • Review the Elections Budget with the Business Manager for the current and upcoming elections, which would include all necessary expenses such as photocopying, advertising, candidate’s campaign allowance, supplies and other relevant expenses
• May be required to attend the CSA Annual General Meeting, and support in conducting outreach for CSA Elections, AGM, and programming as requested
• Meet with Student Housing Services and Resident Life Services to discuss promotion of the elections and residence poster policies
• Ensure the completion of all other duties as laid out in the CSA Bylaws and Policies
• Explore new technologies to improve the voting process and to ensure reliability of the voting system when required

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 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 and inform Policy & Transition Manager (PTM) of submissions
• With the PTM, assist the Board of Directors with the appointment of Standing Referendum Committee members, as per Electoral Policy
• Chair the Standing Referendum Committee (SRC)

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 election 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, Business Office, Policy & Transition Manager and Student Affairs
Deadline for applications is Monday, October 19, 2020, 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

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 a 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.

Updated October 2020