



SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

Employment Opportunity: Chief Returning Officer

Reports to: SMUSA Board of Directors through the Elections Committee Chair

Term: November 2020 - March 2021 (Part-Time)

Remuneration: \$1400 per election period.

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Chief Returning Officer, you will be the impartial chief administrator of all elections and referenda for SMUSA. You will call the election, facilitate the election process, advertise the election, open the polls, close the polls, and announce the results.

Position Responsibilities

- Prepare for and run all elections, by-elections and referendums.
- Enforce the elections policies to all candidates.
- Distribute election information to all candidates in written form.
- Make all candidates aware of the fines and penalties associated with rule violations. Apply fines and penalties equally to all candidates.
- Explain the point system budget, campaign materials, and assessments and fines for the Assessment of Campaign Materials Information document.
- Organize an all candidates meeting and candidates training week between the close of nominations and the start of campaigning.
- Organize and advertise a Presidential Debate and Board Candidates Forum.

- Monitor the campaigning period, setup the online ballot, open the polls, close the polls, count ballots, and announce the election results.
- Recruit and train polling station clerks for each day the polls are open.
- Hold *at least* 20 contact hours during the election period.
- Other duties as assigned by the Board as well as all other stipulations stated in the SMUSA Elections Policy.

Qualifications and Experience

- Must be a registered student at Saint Mary's for the 2020-2021 academic year.
- Knowledge of the SMUSA governance system as well as SMUSA's Constitution, policies, and procedures.
- Strong organizational, time management, and interpersonal skills.
- Ability to work well under pressure and meet deadlines.
- Ability to work effectively and cooperatively to resolve conflict in an effective and diplomatic manner.

If this opportunity sounds like something that interests you, we'd love to talk to you! To apply, please submit your resume and cover letter via email to karla.hodge@smu.ca.

The **application deadline is October 23rd, 2020 at 4:00pm.**

We wish to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted. The Saint Mary's University Students' Association is an equal opportunity employer. For more detailed organizational information, please visit: www.smusa.ca.

The Saint Mary's University Students' Association welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people; womxn; lesbian, bisexual, gay, transgender and queer people; and people with disabilities. We encourage applicants to self-identify in their application if they are a member of a marginalized community.