



## **JOB DESCRIPTION**

Position:	Deputy Returning Office (DRO)
Reports To:	Chief Returning Officer (CRO)
Supervision:	Poll Clerks / Election Ambassadors
Term in Office:	January - March, 2019 (Part-Time)
Remuneration:	\$800 per election period

### **Position Summary:**

The primary purpose of this position is (1) to assist the Chief Returning Officer in facilitating the SMUSA election process on behalf of the SMUSA Board of Directors and (2) to ensure that all elections, by-elections, plebiscites and referendums are conducted in a professional manner. The Deputy Returning Officer (DRO) will act as the impartial deputy chief administrator of all elections and referenda of the Saint Mary's University Students' Association and will help ensure that a fair democratic process exists and is upheld. Responsible to the Board of Directors and reporting to the CRO, the DRO assists the CRO in conducting the elections on behalf of the Board.

### **Qualifications / Knowledge / Skills / Experience:**

1. Must be a registered SMU student and member of SMUSA.
2. Knowledge of the SMUSA governance system.
3. Thorough knowledge of the SMUSA Constitution, Policies and Procedures.
4. Very strong organizational, time management and interpersonal skills.
5. Ability to work well under pressure and meet constant deadlines.
6. Ability to work effectively and cooperatively with students, staff and stakeholders.
7. Strong work ethic and ability to work collaboratively with the Chief Returning Officer.
8. Ability to resolve conflict in an effective and diplomatic manner.
9. Aptitude for accuracy and detail.
10. Bondable.

### **General Responsibilities:**

1. Assist the CRO in the administration of elections, bi-elections, referenda and plebiscites as outlined in the CRO job description and the election policy.
2. Should the CRO resign or be unable to fulfill their duties, the DRO shall fulfill their duties during the nomination, campaign, and election period.
3. May be required to be present for Appeal Committee meetings at the request of either the CRO or the Chair of the Appeal Committee.
4. Be available to work regularly scheduled hours throughout the duration of any election, bi-election, or referenda.
5. Actively research ways to improve the electoral process and give recommendation to the CRO.

6. Carry out any other duties specifically designated by the Chief Returning Officer.
7. Actively attempt to increase voter turnout.
8. Hire, train and supervise any election poll clerks or ambassadors. Collaborate with the SMUSA Accounting Administrator for any and all payroll dealings.
9. Administer additional electronic polls on campus so as to increase voter turnout. The Student Centre Lobby, the Loyola Colonnade and the Atrium will be considered the key locations.
10. Monitor the campaigns of each candidates, and ensuring that no candidate contravenes any election policy.
11. Ensuring that all candidates are informed of the elections rules and possible penalties and that they have full and fair access to the complaint/appeals resolution procedures as outlined in the election policy.

The job description of the DRO may be determined as conditions of employment and the terms within. The DRO shall perform such additional duties as are assigned from time to time by the Chair of the Elections Committee.

To apply, please submit your resume, along with a cover letter to Karla Hodge via email at [info@smusa.ca](mailto:info@smusa.ca) no later than Friday, October 5<sup>th</sup> at 4:00pm.