

POSITION DESCRIPTION

POSITION TITLE:	Deputy Returning Officer
JOB TYPE:	Part-time, contract
SALARY RANGE:	Honorarium of \$1,125.00
REPORTS TO:	Chief Returning Officer
EDUCATION:	Pursuing or completed a post-secondary degree on the Brantford campus
TECHNICAL:	Proficient in Microsoft Office and Windows

SUMMARY:

Under the primary guidance of Chief Returning Officer, with assistance from the Chair of the Board's elections portfolio, you are responsible for the local conditions of the Annual General Meeting for the Wilfrid Laurier University Students' Union on the Brantford campus, including the administration of the polling stations, and ruling on election matters. More specifically, you are accountable for all activities encompassing the election period on the Brantford campus, with the cooperation of the Chief Returning Officer and Chair of the Board. You must be highly motivated and able to work in a fast-paced environment, be extremely organized, detail oriented, have strong interpersonal skills and excellent time management skills in order for the aforementioned to be achieved.

SPECIFIC RESPONSIBILITIES:

The specific functions of the Deputy Returning Officer encompass a wide variety of roles and responsibilities that may be modified as the Chief Returning Officer, Chair of the Board, and/or the Board of Directors sees fit. Specific roles and responsibilities allocated to the position include, but are not limited to the following:

- Operate in accordance to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Remain knowledgeable and up-to-date with any relevant decisions of the Board of Directors affecting Election policies and/or procedures;
- Ensure open and honest communication between the Chief Returning Officer,
- Meet regularly with the Election Committee and Chief Returning Officer, Chair of the Board, and any other relevant parties;
- Ensure the operation of the committee adheres to the budget as approved by the Board of Directors;
- Ensure the election process and campaign period is conducted in an efficient and fair manner on the Brantford campus;
- Ensure all candidates' conduct is fair and equitable during the campaign period;
- Make appropriate accommodation requirements on campus for all campaigning and elections related activities, including polling station locations on election day;
- Ensure that all polling systems (stations and on-line) on the Brantford campus are tested and functioning prior to election day; and
- Any other duties as assigned by the Chief Returning Officer.

POSITION DESCRIPTION

COMMITTEE MEMBERSHIP:

- Elections Committee; and
- Any other committee as requested or appointed to by the Chief Returning Officer.

WORKING CONDITIONS & TIME COMMITMENT:

The Deputy Returning Officer is a part-time, contract position with increased obligation during the election period. The below is a tentative schedule outlining the time commitment, however due to the nature of the election process, the hours may vary and be modified at any time by the Chief Returning Officer:

- 5 hours per week from Monday December 13th to Wednesday Dec 22nd 2021;
- 10 hours per week from Monday January 3rd to Saturday January 22nd 2022; and
- 35 hours per week from Sunday January 23rd to Saturday January 29th 2022.