|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

|  |  |
| --- | --- |
| **Position Title:** | **Deputy Returning Officer (DRO)** |
|  |  |
| **Term of Office:** | August 1 to April 30 |
|  |  |
| **Supervisor:** | Student Representative Assembly (SRA) through the Chief Returning Officer (CRO) |
|  |  |
| **Remuneration:** | C3 |
|  |  |
| **Hours of Work:** | 8 to 10 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| The Deputy Returning Officer is responsible for promoting all elections/referenda as well as the Elections Department. As well, they are responsible for hiring and managing all of the poll clerks as required. Moreover, the DRO assists the Chief Returning Officer (CRO) in the elections process acting in the place of the CRO when they are unavailable.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 15% | * Provide support to the CRO
* In the case that the online polls are not working:
	+ Advertise, interview, and hire poll clerks for any/all campus elections and referenda, as required
	+ Train and supervise poll clerks with regards to election/referendum rules and procedures
	+ Ensure that the necessary supplies and materials are available for poll clerks during training and the election/referendum period(s)Coordinate the polling day activities of all poll clerks
	+ Ensure that poll clerks are paid
* Fill out all necessary paperwork
* Be the ex-officio Vice Chair of the Elections Committee
* Make certain all required minutes are recorded and stored on the server
* Ensure that the polling laptops, once being used for polling are never left unattended
 |
| Communications Function  | 25% | * Attend and participate in monthly Part-Time Manager meetings
* Ensure website is updated regularly
 |
| Advertising & Promotions Function  | 55% | * Ensure visibility of the Elections Department within the McMaster community
* Promote and advertise all elections/referenda and related initiatives
* Promote the Elections Department to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week
* Utilize the appropriate MSU departments to promote elections/referenda on campus (i.e.. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.)
* Ensure that all elections/referenda are sufficiently advertised via campus-based media (e.g. posters, social media, email, pamphlets etc.)
* Advertise the positions of MSU Speaker, MSU Vice President (Finance), Vice President (Education), and MSU positions on Standing Committees in *The Silhouette*
* Plan open forums for Presidential Elections and Referenda
 |
| Other  | 5% | * Perform the duties of the CRO in his/her absence
* Responsible for other duties as assigned by the CRO
* Review and update poll clerk procedures
* Approve campaign materials in the CRO’s absence
* Participate in transition with the outgoing DRO and provide transition for the incoming DRO
* Participate in a performance evaluation process set out by the Vice-President (Administration)
* Responsible for other duties as assigned by the Vice-President (Administration)
* Participate in transition with the outgoing DRO and provide transition for the incoming DRO
 |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Must have an understanding of MSU bylaws, operating polices, and procedures related to the elections department
* Experience with elections, especially regarding procedures
* Leadership skills with the ability to facilitate meetings of the elections committee
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Must be able to answer questions during training sessions
* Most effort is put in around election times.
* Must remain impartial in execution of election duties.
* Responsible for maintaining an appropriate and positive image of the MSU
 |

|  |
| --- |
| **Working Conditions** |
| * Shares an office with CRO and the Speaker
* Must be willing to work long hours during campaign period, especially following polls closing
* Time demands may exceed stated hours of work
 |

|  |
| --- |
| **Training and Experience** |
| * Participation in the annual MSU Management Trainings required (provided)
* Experience with promotions an asset
 |

|  |
| --- |
| **Equipment** |
| * Knowledge of basic computer software (word processing, spreadsheets)
* Telephone
* Shared computer in shared office
 |