



JOB DESCRIPTION

Part Time Manager

Position Title:	Chief Returning Officer (CRO)
Term of Office:	May 1 – April 30
Supervisor:	Administrative Services Coordinator
Remuneration:	D4
Hours of Work:	12 to 14 hour per week

General Scope of Duties

Responsible for execution of all MSU elections and referenda. This includes setting rules, advertising and promotion, supervision of ballot count, assessing penalties and declaring winners.

Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	10%	<ul style="list-style-type: none"> ▪ Help recruit and train members of the Elections Committee ▪ Inform committee members of their role and responsibilities ▪ Call and chair Elections Committee meetings, set agenda and co-ordinate activities of the committee ▪ Work with the Elections Committee to formulate accurate and unbiased wordings of referenda questions ▪ As the Chair, prepare in advance all meeting agendas and contact the appropriate members and attendees ▪ Help supervise the activities of the Deputy Returning Officer
Financial & Budgeting Function	10%	<ul style="list-style-type: none"> ▪ Work with the ASC and Vice-President (Finance) to meet the financial needs of the department. ▪ Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the Elections Bill Folder weekly. ▪ Maintain constant communication with the ASC and Vice-President (Finance) on financial matters, including undergoing a budget review process ▪ Review the general ledger entries and monthly statements to ensure transactions have been properly recorded ▪ Maintain proper records of POs and transactions
Communications Function	20%	<ul style="list-style-type: none"> ▪ Prepare for submission to the Executive Board a detailed

[https://mcmastersu-my.sharepoint.com/personal/asc_msu_mcmaster_ca/Documents/ASC 23-24/Executive Board/Meeting Documentation/EB 23-30/Chief Returning Officer \(CRO\) jd - vs edits.docx](https://mcmastersu-my.sharepoint.com/personal/asc_msu_mcmaster_ca/Documents/ASC%2023-24/Executive%20Board/Meeting%20Documentation/EB%2023-30/Chief%20Returning%20Officer%20(CRO)%20jd%20-%20vs%20edits.docx)

		<p>year plan.</p> <ul style="list-style-type: none"> ▪ Report to the SRA after each election cycle. ▪ Provide a summary of Election Committee Meetings to all Elections Committee Members. ▪ Prepare comprehensive Election Committee briefs for Electoral Appeal Board Meetings. Attend meetings of the Electoral Appeal Board as the official spokesperson for the Election Committee. ▪ Maintain regular office hours during the election period and throughout the year (or at least times when appointments can be made) for MSU members seeking information on MSU Electoral policy. ▪ Correspond with relevant MSU services and departments, including but not limited to McMaster University Housing and Conference Services, MUSC Administration, Underground Media & Design, and any other relevant MSU or McMaster community services/operations. ▪ Act as an Official Observer of the SRA (attendance is recommended) ▪ Act as an Official Observer of the Standing Committee on Internal Governance. ▪ Meet weekly with the DRO to discuss the status of election preparations and to debrief at the end of each electoral period ▪ Participate in monthly PartTime Manager meetings ▪ Ensure website is updated regularly, where possible.
<p>Advertising & Promotions Function</p>	<p>10%</p>	<ul style="list-style-type: none"> ▪ Ensure the visibility of the Elections Department within the McMaster community ▪ Ensure that the DRO promotes and advertises all elections/referenda and related initiatives ▪ Promote the Elections Department to members of the McMaster community during various events, including participation at Clubsfest, and Welcome Week ▪ Utilize the appropriate MSU departments to promote elections/referenda on campus (i.e.. <i>The Silhouette</i>, CFMU, Underground Media & Design, etc.)
<p>Elections</p>	<p>40%</p>	<ul style="list-style-type: none"> ▪ Conduct thorough review of the rules to clear up any inconsistencies or ambiguities ▪ Conduct an annual review of the Election Bylaws, supplementary regulations, poll clerk procedures, scrutineers manual and nomination form with the Election Committee prior to the beginning of each electoral period ▪ Enforce deadlines/rules as stipulated by the Election Bylaw and supplementary rules approved by the Election Committee ▪ Request from the Registrar's Office records to verify eligible electors ▪ Validate (with the DRO) all election candidate nomination forms ▪ Work with Underground Media & Design to assess and calculate Fair Retail Market Value of all campaign

		<p>material used by a candidate or side in and election/referendum</p> <ul style="list-style-type: none"> ▪ Oversee candidate information meetings to answer questions about electoral procedures and regulations ▪ Patrol campus regularly (immediately prior to and during campaign periods) ensuring that all election rules and regulations are being followed ▪ Maintain accurate records of all elections, referenda, reimbursement amounts, and prepare appropriate paperwork ▪ Support the DRO in the promotions of elections/referenda
Other	10%	<ul style="list-style-type: none"> ▪ Determine annually the allocation of SRA seats according to the formula set out in the bylaws ▪ Act as scrutineer and aid the Speaker, as requested, for the election of the new MSU Speaker, MSU Vice-President (Administration), MSU Vice-President (Education), MSU Vice President (Finance) ▪ Upon request, act as consultant or run elections for MSU/University Faculty Societies, University Senate Elections and/or University Board of Governors Elections ▪ Responsible for other duties as assigned by the Administrative Services Coordinator ▪ Participate in transition with the outgoing CRO and provide transition for the incoming CRO

Knowledge, Skills and Abilities

- Having an understanding of MSU bylaws, operating polices, and procedures related to the Elections Department is an asset
- Experience with elections is an asset
- Organizational and time management skills
- Ability to manage people and delegate tasks effectively
- Interpersonal skills to deal effectively with MSU members and the University community at-large
- Written communication skills necessary
- Budgeting skills are necessary, but are included in training
- A working knowledge of computers and word processing
- Leadership skills with the ability to facilitate and chair meetings of the Elections Committee

Effort & Responsibility

- Effort required to exercise judgment in recommending fines/disqualifications of candidates/sides in elections/referenda
- Must remain impartial in execution of election duties
- Judgment to make financial decisions for department
- Responsible for maintaining an appropriate and positive image of the MSU

Working Conditions

- Work hours vary throughout the year and there is occasional late night work involved
- Secretarial support for fines meetings and appeal meetings
- Ensuring the ongoing completion of necessary paperwork
- Time demands may exceed stated hours of work

Training and Experience

- Previous work on the MSU Elections Committee is an asset
- Previous leadership and management experience is an asset
- Participation in the annual MSU Management Trainings is required (provided)

Equipment

- Basic operation of word processor, spreadsheets, e-mail.
- Shared computer in shared office
- Simply Voting election system