



JOB DESCRIPTION

Part Time Manager

Position Title:	Deputy Returning Officer (DRO)
Term of Office:	August 1 to April 30
Supervisor:	Administrative Services Coordinator 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%	<ul style="list-style-type: none"> ▪ Provide support to the CRO when needed ▪ In the case that the online polls are not working: <ul style="list-style-type: none"> ○ 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 for hiring of Poll Clerks ▪ Be the ex-officio Vice-Chair of the Elections Committee ▪ Make certain all required minutes are recorded and stored on the server ▪
Communications Function	25%	<ul style="list-style-type: none"> ▪ Attend and participate in monthly Part-Time Manager meetings ▪ Ensure website is updated regularly, when needed
Advertising & Promotions Function	55%	<ul style="list-style-type: none"> ▪ Ensure visibility of the Elections Department within the McMaster community

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

		<ul style="list-style-type: none"> ▪ 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, 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.) ▪ 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 (Administration), MSU Vice-President (Finance), Vice-President (Education) through the appropriate social media channels ▪ Plan open forums for Presidential Elections and Referenda
Other	5%	<ul style="list-style-type: none"> ▪ Perform the duties of the CRO in their absence ▪ Responsible for other duties as assigned by the CRO ▪ Review and update poll clerk procedures ▪ Approve campaign materials in the CRO's absence ▪ Responsible for other duties as assigned by the Administrative Services Coordinator ▪ Participate in transition with the outgoing DRO and provide transition for the incoming DRO

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
- Leadership skills with the ability to facilitate meetings of the elections committee
- 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
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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 a cubicle with CRO and
- 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

- Previous work on [the MSU Elections](#) Committee is an asset
- Participation in the annual MSU Management Trainings required (provided)
- Experience with event planning and promotions is an asset

Equipment

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