

JOB DESCRIPTION

SENIOR ELECTORAL OFFICER - ELECTIONS

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Responsible for assisting the Chief Electoral Officer in all of their duties.

ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the Chief Electoral Officer.
3. Liaises with the UVSS Electoral Committee, USEC, and other SEOs, as directed by the CEO. May train and supervise voting support staff.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

STANDARD DUTIES:

1. Abide by the UVSS Bylaws, UVSS Electoral Policy, and the UVSS Electoral Office procedures.
2. Work closely with the all Elections Office staff to ensure all Electoral Policy regulations and deadlines are met.
3. Maintain the Elections Office as a secure, professional and voter-accessible space.
4. As a representative of the Elections Office, convey professionalism, independence, impartiality and integrity at all times.
5. Keep assigned office hours, provide assistance, and make referrals when appropriate.
6. Keep all files and property of the Elections Office organized, secure and confidential.
7. Report in writing on work progress and anticipated concerns to the CEO.
8. Assists the CEO in drafting the Election Report, making recommendations for improvements to the Election Office.

SPECIFIC DUTIES:

Senior Electoral Officers will be assigned one or more specific areas of responsibility:

1. Nominations, campaign and voting support, including:
 - a. Overseeing Elections Office communications with potential candidates, declared candidates, third parties and other campaign stakeholders.
 - b. Being the key contact to provide information, support and resources to candidates, and third parties, including setting up Zap accounts.
 - c. Approving and regulating all campaign materials, including print, electronic, and other forms.
 - d. Organizing Election Office events, such as all candidates meetings and public forums.
2. UVSS Election Office communications and administration, including:
 - a. Communicating with all UVSS members to ensure that they have the information necessary to participate in Electoral Events.
 - b. Ensuring that key communication deadlines of the Electoral Policy are met.
 - c. Keeping all stakeholders informed of Electoral Event progress and issues arising
 - d. Ensuring all Elections Office social media is kept current, relevant and engaging.
 - e. Coordinating the development, printing and dissemination of all forms and documents as required by the Electoral Policy.
3. Voter education and voting promotion, including:
 - a. Recruiting, hiring, training, supervising and supporting the Voting Information Officers.
 - b. Overseeing the planning and operation of voter information stations and roaming polls to ensure security, visibility and accessibility.
 - c. Developing voting promotion strategies, activities and materials.
 - d. Ensuring the Elections Office's supplies and equipment are accounted for and maintained.
 - e. Collecting and compiling Voting Information Officer tally sheets and feedback.
 - f. Updating and strengthening Voting Information Officer training materials, instruction sheets and check lists.

Amended LMC email 2017-12-18 (y/m/d)

STANDARD QUALIFICATIONS:

1. Must be exempt from participating in UVSS Elections currently and for the previous five years.
2. Must be able eligible to take the UVSS Election Oath of Office swearing impartiality and no personal or business connections to any candidate in the UVSS Elections.
3. Previous experience in electoral event administration, or operationalization.
4. Demonstrated ability to adhere to professional electoral standards and the Canadian Code of Ethics for Elections Administrators.
5. Demonstrated ability to interpret, clearly explain and administer policy and regulations.
6. Proven reliability, punctuality, and ability to problem solve and get time sensitive tasks completed regardless of circumstances.
7. Demonstrated ability to work under stress and to deal with difficult situations.
8. Demonstrated office administration and organizational skills.
9. Fiscally astute and efficient, demonstrated ability to minimize office costs without compromising integrity and standards.
10. Flexible schedule and availability.

Senior Electoral Officers are also required to have expertise/qualifications in one or more of the three (3) specific areas of responsibility stated above, including:

11. Ability to engage in difficult conversations with stakeholders who may not be adhering to policy.
12. Success in informal dispute resolution and conflict management with tact and diplomacy.
13. Excellent interpersonal and communication skills to provide clear instruction, training and support.
14. Experience as a supervisor of other employees or volunteers.
15. Demonstrated success with improving member engagement and event turnout.
16. Skilled in developing and implementing communication and social media strategies.
17. Technologically savvy with social media forums, WordPress and the ability to troubleshoot and provide instruction on iPads and other personal electronic devices.
18. Experience with ensuring events meet standards for accessibility.

This is a temporary position excluded from union membership.