



CHIEF ELECTORAL OFFICER APPLY NOW!!!

Send resumes to vpexternal@ufvsus.ca





SUS Chief Electoral Officer Wanted

Open until filled!

Gurvir (G) Gill

Vice President External
p: 604-864-4613 xt: 4178
w: ufvsus.ca/
e: vpexternal@ufvsus.ca

Position Details:

Purpose: administer and oversee the UFV Student Union Society by-elections.

Responsibilities and Duties:

General Responsibilities

- Act as the principal officer of the election
- Act impartially in all matters relating to the administration of the election
- Regularly check and reply to the election e-mail address and be in contact with all parties
- Promptly respond to and follow up with all questions and complaints made
- Ensure that the Election procedures and all other related Society policies and procedures, as well as the institutional Codes of Conduct, are enforced
- Ensure that the University, the Society, any off-campus organizations, and any on-campus organizations, including clubs and associations, are not campaigning for or on behalf of any candidate

Nomination Period

- Chair Electoral Committee meetings as necessary; with a compulsory initial meeting to inform members of the electoral process and committee expectations
- Review nomination packages, determine if they're completed in accordance with the requirements, confirm eligibility of all candidates and inform each candidate of their eligibility
- Provide the Student Union a list of candidates, their respective positions and candidate statements for publication

Review Period

- Schedule and oversee an information session for all candidates

Campaign Period

- Review and approve candidate's promotional material before it is made public to make sure it is in compliance with all the policies and procedures
- Ensure candidates are only campaigning during the campaign period
- Schedule and oversee all-candidate debates
- Ensure that candidates submit expense reports with expenses not exceeding \$125

Voting Period

- Ensure that the online ballot is correct and posted in a timely manner
- Ensure that the mobile polling stations are operational





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- Ensure the safekeeping of all paper ballots submitted via mobile polling stations.
- Ensure that no unauthorized mobile polling stations are erected
- Ensure that no volunteers, including Electoral Committee members themselves, are enticing voters to vote for specific candidates
- Ensure that non-partisan materials are distributed to encourage and remind students to vote
- Deliver and present a report before the ratification of results for the election

Work Schedule:

The position will involve working intermittent hours according to various components of the election cycle and as scheduled by the Executive Director. The employee's schedule shall be communicated to the employee by the Executive Director on the Thursday preceding each work week. The employment contract terminates on October 30, 2019.

This position does have an option to continue during the regular SUS Elections in Winter 2020.

Reporting Structure:

Volunteers report directly to the SUS Executive Director.

Wages:

The Society agrees to pay the Employee \$15.00 per hour plus 4% vacation pay. Payment shall be made by SUS bi-weekly, provided that all duties pertaining to the position are performed to the satisfaction of the SUS Executive Director.

If your interested in becoming a GOTV Volunteer please email your resume at vpexternal@ufvsus.ca.

