

# UWSA CHIEF ELECTION COMMISSIONER

## EMPLOYMENT OPPORTUNITY

**Term position beginning January 24, 2024 and ending November 30, 2025 with opportunity for continuing.**

**Position is paid a \$2,500 honorarium.**

The Chief Elections Commissioner acts on behalf of the UWSA membership, ensuring that UWSA Elections and Referenda run safely, fairly, and in accordance are conducted with integrity, honesty, and transparency in accordance with relevant [By-Laws and Policies](#). UWSA Elections take place bi-annually from October to early November, and February to early March, each year.

### **Responsibilities/Duties:**

- Overseeing candidate nomination and ensuring that candidate lists and/or referendum questions are adequately posted and accessible to the membership;
- Arranging all poll and voting logistics, including organizing any digital polls
- Appointing, training, and supervising all polling officers.
- Ensuring the security of all ballots and ballot boxes.
- The CEC shall work with the UWSA Communications Department to arrange promotion of election information
- Facilitating vote tabulation and posting results;
- Maintaining office hours during the election cycle;
- Other duties as described in the UWSA By-laws or as determined by the Board of Directors.
- Recruiting, hiring, training, scheduling, and supervising polling officers;

### **Restriction:**

- Applications shall not be accepted from:
  - Current directors and current and former executive directors of the UWSA;
  - Current part-time or full-time employees of the UWSA;
  - And employees of any UWSA Partner Organization.

### **Qualifications:**

- Ability to work independently;
- Experience interpreting organizational by-laws and policies;
- Confidence with public speaking, experience moderating speeches or debates;
- Experience promoting events;
- Budget management skills;
- Knowledge of student union structure and operation;
- Excellent social skills, organizational skills and friendly demeanour as a UWSA ambassador.

Applications must be submitted online at <http://theuwsa.ca/job-opportunities/>. Please complete the job application form and attach your resume and cover letter.

For more information, please contact the UWSA General Manager, Thomas Hanan at [t.hanan@theuwsa.ca](mailto:t.hanan@theuwsa.ca)

**DEADLINE FOR APPLICATIONS IS JANUARY 19<sup>th</sup> 2024 AT NOON**