CRO,DRO and Secretary Position Descriptions and Relevant Skills

Contact: David Doerksen, Speaker of Council: [speaker@myhuron.ca](mailto:speaker@myhuron.ca)

**Chief Returning Officer (1)**

The Chief Returning Officer, (or CRO), is responsible primarily for administering the HUCSC elections during the fall (September), winter (January), and spring (March) election periods in accordance with the HUCSC Elections Policy Duties include:

* Preparing and releasing nomination forms at the beginning of each election period in collaboration with the VP Communications
* Chairing an All Candidates Meeting at the beginning of each election period to ensure every candidate understands the regulations and expectations of the HUCSC Elections Policy and the important dates of the election in question
* Verifying the eligibility of candidates with the Registrar’s Office before the commencement of each election period
* Chairing Elections Committee meetings as needed throughout the election periods to hear any grievances from candidates or mitigate any issues in the elections process
* Ensuring the integrity of the HUCSC Elections Policy is maintained through the just distribution of demerit points by the Elections Committee
* Moderating both public and in-council debates as required by the HUCSC Elections Policy
* Preparing the online voting platform for each voting period or, in the case of an internal election, preparing the ballots
* Creating a results slideshow and announcing the results at the end of each voting period in a fair and respectable manner

Relevant skills:

* Excellent time management and organizational skills
* Strong respect for the integrity and confidentiality of the elections process
* Communicate complex information clearly and effectively
* Respond to questions directly, with no room for interpretation or confusion
* Decision making under pressure and time constraints
* Previous knowledge of the HUCSC Elections Policy an asset but not required

This position is eligible for a $300 honorarium after an end of term performance review.

**Deputy Returning Officer (1)**

The Deputy Returning Officer, (or DRO), is responsible for assisting the Chief Returning Officer in administering the HUCSC elections during the fall (September), winter (January), and spring (March) election periods in accordance with the HUCSC Elections Policy. Duties will be delegated at the discretion of the CRO, but may include:

* Assisting in the preparation of nomination forms
* Co-chairing an All Candidates Meeting at the beginning of each election period to ensure every candidate understands the regulations and expectations of the HUCSC Elections Policy and the important dates of the election in question
* Attending Elections Committee meetings as needed throughout the election periods to hear any grievances from candidates or mitigate any issues in the elections process
* Ensuring the integrity of the HUCSC Elections Policy is maintained through the just distribution of demerit points by the Elections Committee
* Moderating both public and in-council debates as required by the HUCSC Elections Policy

Relevant skills:

* Excellent time management and organizational skills
* Strong respect for the integrity and confidentiality of the elections process
* Decision making under pressure and time constraints
* Previous knowledge of the HUCSC Elections Policy an asset but not required

This position is not eligible for an honorarium

**Secretary (1)**

The Secretary is responsible for recording the minutes of every HUCSC General Assembly Meeting, ensuring there is an extensive and coherent record of each meeting of the HUCSC available to the public. The sole duties of the Secretary are to record minutes at each meeting and to ensure the final minutes as well as any supporting documents, (motions, presentations, new policies), are sent to the Communications Portfolio to be made publicly accessible.

Relevant skills:

* Excellent written communication skills

All resumes and inquiries about the listed jobs can be sent to [speaker@myhuron.ca](mailto:speaker@myhuron.ca)

Applications are due by September 15th 2017 at 11:59PM