

ELECTIONS COORDINATOR JOB DESCRIPTION

The Students' Union Elections Coordinator is responsible for overseeing the organization, promotion and execution of the Mount Students' Union elections. The position reports to the VP, Communications.

Compensation: the Elections Coordinator will be paid an honorarium of up to \$900 following the Fall By-Election and an honorarium of up to \$1100 following the General Elections AND upon completion of final reports on the electoral period.

RESPONSIBILITIES AND DUTIES:

- Compile, create, and ensure that election packages are ready for distribution for the set nomination period and are available for pick-up at both the Rosaria HUB
 - Ensure that the elections information on msvusu.ca is updated and that all online components including forms and downloadable packages are ready for the opening of nominations
 - Oversee the elections process including:
 - Arrange and conduct the All-Candidates Meeting following the closing of the nominations period
 - Be available to answer candidate questions and approve campaign materials during the campaign period
 - Approve all candidate campaign materials
 - Organize and present any debates, speeches, or open candidate forums
 - Promote the elections and voting days and post results, including the pre-nominations period, and follow up period
 - Ensure election rules and regulations are communicated, understood, and followed
 - Recruit volunteers for promotions and polling stations
 - Certify and announce the election results
 - Organize and chair an election appeals committee for any election appeals
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- Provide and deliver a report to SRC at a general SRC meeting following the end of elections
 - Provide any recommendations for future election promotional, structural, or policy changes
 - Maintain impartiality and remove personal bias during their time in the position
 - Be available on campus at times during the daytime period of elections for candidate questions and election events

REQUIREMENTS/QUALIFICATIONS:

- Be a MSVU student enrolled in the fall semester
- Excellent Time Management skills
- Strong organizational skills
- Be able to deal effectively with difficult situations and individuals and work in a fast-paced environment
- Be an organized and initiative-driven individual able to multi-task