

Title: Elections Coordinator

Purpose:

The purpose of the elections coordinator is to ensure fair, transparent, and efficient elections within an organization or institution by overseeing and managing all aspects of the election process, including organizing and presenting debates and speeches, coordinating polling stations, ensuring accessibility of voting, certifying and announcing election results, and enforcing all campaigning rules and regulations. Ultimately, the goal of the elections coordinator is to uphold the integrity of the election process and promote active participation and engagement from members of the MSVUSU.

Job Classification:

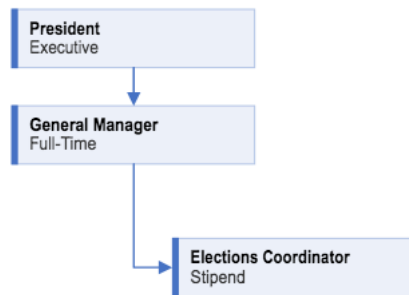
Stipend

Compensation:

This position is compensated by stipend at a rate of \$600.00 for the General Election, \$300.00 for the Fall By-election. Additional stipend amounts will be determined and agreed upon if additional work for Referenda, by-elections or plebiscites are required.

Reporting and Supervision:

This position reports to the General Manager.



Duties and Responsibilities:

Essential Duties

Oversee the entire elections process, ensuring that all rules and regulations are communicated, understood, and followed

Certify and announce the election results

Organize and chair an election appeals committee for any election appeals

Maintain impartiality and remove personal bias during their time in the position

Act as the main contact for candidates and students for all queries to the elections

Liaise with MSVUSU General Manager and ITSS to ensure the voting system is working efficiently

Host speeches and elections results

Other Duties

Approve candidate campaign materials, ensuring that they are appropriate and do not contain any misrepresentation of facts

Organize and present debates, speeches, or open forums for candidates

Ensure accessibility of voting for all members

Create and distribute all necessary election materials, including online components, forms, and physical packages, ensuring they are updated and available for pick-up and online access at the start of the nomination period

Develop and distribute Nomination packages

Coordinate and manage polling stations, including scheduling and training polling workers, providing necessary technology, and booking tables through space requisitions

Recruit and manage volunteers for promotion and support of the polling stations

Schedule campaign speeches for all candidates and draft two questions that will be asked of each candidate following the speeches

Schedule debates for all contested executive positions and determine debate formats and questions, seeking community feedback on questions to be asked of the candidates during the debate

Ensure all campaign activities such as speeches and debates are scheduled within the first 4 days of campaigning, and that they are video recorded and published on the MSVUSU website

Create the campaigning schedule and publish it during the nominating period

Ensure a photographer and videographer are available at the All-Candidates Meeting to take headshots and shoot the promotional video for the election, respectively, and that candidates are aware they will be asked to participate in a campaign video following the meeting

Review and monitor campaign materials for appropriateness and potential misrepresentation of facts

Ensure all candidates are aware of campaign regulations and deadlines, including the submission of bios at the All-Candidates Meeting

Enforce all campaigning rules, convening the Elections committee as needed

Liaise with the General Manager, or any other Executive Team member (i.e., not running in the relevant election(s))

Ensure the creation of elections advertising materials, including but not limited to social media campaign, print materials, word documents, and website content

Recruit Elections Committee prior to the beginning of the advertising period

Ensure the general campus community is aware of Election procedures, regulations, and deadlines

Lead the Elections Committee with regards to debates, candidate relations, and other elements of the Elections campaign

Create an elections report and suggest changes to By-Law I.

Key Responsibilities

Ensuring a fair and transparent election process

Upholding election regulations and policies

Providing support and guidance to candidates and students

Liaising with other relevant parties to ensure efficient and effective operations of the election process.

Governance and Service

This position chairs the Elections Committee.

Required Qualifications:

Education

Be a university student who does not attend MSVU.

Experience

No experience required.

Knowledge, Skill and Abilities

Excellent Time Management skills

Strong organizational skills

Ability to manage and supervise multiple individuals in a fast-paced environment.

Excellent communication and interpersonal skills, with the ability to coordinate and lead groups effectively.

Proficiency in using various software and technology tools, such as office 365, Adobe Acrobat Pro, Canva, and social media platforms.

Behavioural Competencies

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

Developed professional skills are required, including being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively about the election procedures and complaint resolution process with candidates and members.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

Preferred Qualifications:

A bachelor's degree or equivalent experience in a related field, such as political science, communications, or event planning

Experience in event planning, particularly with organizing large events

Experience working in a student government or related organization

Mental/Physical Effort and Working Conditions:

In general, the position may require working irregular hours, including evenings and weekends, to attend meetings, events, and monitor the election process. The coordinator may work in an office setting, but may also need to travel to polling stations and campaign events. The position may involve a high level of stress and pressure to ensure that the election runs smoothly and fairly. The coordinator may need to work with a diverse group of stakeholders, including candidates, volunteers, and community members, and may need to address conflicts and complaints during the election period.