Job Posting

Job Title: Chief Returning Officer
Department: Graduate Student Association (GSA)
Reports To: Chair of the Board of Directors, CEO
Jobs Reporting: N/A
Salary Grade: TA rate
Effective Date: February 1, 2020 – November 2020

Primary Purpose
The Chief Returning Officer (CRO) is responsible for ensuring that all GSA elections and referenda are carried out in a fair and transparent manner in accordance with the Ontario Corporations Act (OCA), the incoming Ontario Not-for-profit Corporations Act (ONCA), and the GSA Election and Referendum Policies and By-laws. The CRO ensures that all candidates for election follow the appropriate process to attain a nomination and that they comply with the electoral policies and procedures of the GSA.

Key Accountabilities

- The CRO shall be responsible for overseeing the election of GSA Directors in accordance with the Ontario Corporations Act (The Act), the GSA by-laws, and the further stipulations of these terms of reference.
- Director nominations – determination of exact dates for open and close of the nomination periods shall be selected by the CRO and approved by the Board.

Key Accountabilities

Reading Terms of Reference / By-Laws
- Drafting and posting of nomination announcement with assistance from GSA staff
- Assist with webpage setup for AGM – dates / times / procedures
- Draft Nomination Announcement
- Candidate requirements – ensure eligibility requirements of the GSA are met – see OCA (ONCA) and GSA By-laws
- CRO opens, and confirms the receipt of, nomination forms and confirms with candidate the form is complete and valid
- Ensure that online ballot closed half hour prior to AGM
- Additional referenda duties if deemed necessary in the 2020 - 2021 cycle, with hours to be determined if services needed
- Information sessions – organized at discretion of CRO as per terms of reference

Attend and Co-Chair the Annual General Meeting
- Organize and oversee campaigning by candidates within restraints of GSA campaign policies
- Be involved in determining voting method and vote counting
- Co-Chair elections portion of the AGM
**Job Posting**

**Nature and Scope**
- Terms of Reference for Chief Returning Officer
- Communication
- Energy & Stress Quality Orientation
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Team Work

*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

**Required Qualifications**

**Qualifications**
- Graduate student in good standing with GSA

**Experience**
- Chairing meetings
- Managing elections is an asset

**Knowledge/Skills/Abilities**
- Familiar with GSA policies and by-laws
- OCA (ONCA) knowledge / experience would be an asset
- Knowledge of Roberts Rules of Governance – particularly AGM procedures

**Nature and Scope**
- **Contacts**: Graduate Students applying for open Director positions
- **Level of Responsibility**: Co-chair for AGM
- **Decision-Making Authority**: Assist in the AGM planning in conjunction with the Chair of the Board
- **Physical and Sensory Demands**: Public speaking
- **Working Environment**: Public speaking as Co-Chair of AGM

SEND RESUME AND COVER LETTER TO gsa-gm@uwaterloo.ca BY 3:00 P.M. Monday, January 27, 2020