Job Posting

**Job Title:** Chief Returning Officer

**Department:** Graduate Student Association

**Reports To:** Chair of the Board of Directors

**Jobs Reporting:** GSA Board Chair, GSA President

**Salary Grade:** TA rate

**Effective Date:** February 1, 2020 – November 2020

**Primary Purpose**
The Chief Returning Officer (CRO) is responsible for ensuring that all Graduate Student Association of the University of Waterloo elections / by-elections and referenda are carried out in a fair and transparent manner in accordance with the Non-profit Corporations Act and the GSA Election and Referendum Bylaw. 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 Graduate Student Association.

**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**

- Drafting and posting of Nomination announcement with assist 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 ONCA and GSA Bi-Laws
- CRO opens and confirms the receipt of nomination forms and confirms with candidate.
- 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.

**Attend and Chair the Annual General Meeting**

- Organize and oversee Campaigning by candidates within restraints of GSA campaign policies.
- Information sessions – organized at discretion of CRO as per terms of reference
- Be involved in determining voting method and vote counting
- Co-Chair of the Annual General Meeting.

**Nature and Scope**

- See attached Terms of Reference for Chief Returning Officer
**Job Posting**

- 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**

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<th>Qualifications</th>
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<tbody>
<tr>
<td>• Graduate Student</td>
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<td>• Familiar with GSA policies and by-laws</td>
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<td>• ONCA knowledge/ experience would be an asset</td>
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<tr>
<th>Experience</th>
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<td>• Knowledge of Roberts Rules of Governance – particularly AGM procedures.</td>
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<th>Knowledge/Skills/Abilities</th>
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<td>• See attached Terms of Reference for Chief Returning Officer</td>
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**Nature and Scope**

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