

## **Job Description**

Date: August 10, 2015

**Job Title:** Chief Returning Officer (CRO)  
**Reporting to:** UW-GSA Board of Directors  
**Term of Appointment:** Begins May 1st and ends April 30th annually  
**Hours per week:** Variable  
**Discretionary Account:** \$50.00/ term at the Graduate House.  
**Place of Work:** UW-GSA Head Office

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### **Primary Purpose**

The CRO is responsible for ensuring that every election and referendum of the GSA is run fairly and in accordance with the GSA bylaws.

The duties and powers of the CRO will be defined by the Board of Directors and recorded in the GSA-UW policies and procedures.

### **Key Accountabilities**

In addition to the requirements outlined in the GSA Bylaws, the CRO is responsible for the following:

- Distribute communications to graduate students once the Board of Directors calls an election or referendum
- Sets the election and nomination period for elections
- Coordinates (with the assistance of the GSA General Manager) an all-candidates/committees meeting during an election/referendum
- Supervise campaign materials during elections and referenda,
- Manage and provide rulings on complaints against candidates and committees
- Set campaign rules for elections and referenda
- Manage the ballots for elections and referenda
- Submit a report to the Board of Directors immediately following each election and referendum; the report must contain results, complaints, and rulings

### **Eligibility**

- The CRO will be enrolled in Graduate Studies at the University of Waterloo.
- The CRO must maintain enrollment in graduate studies at Waterloo while in office.

**Experience**

- Active participation in the GSA-UW preferred, and/or demonstrated experience working with a student association.
- Demonstrated experience running elections, and or referenda is preferred.
- Experience in public speaking an asset.

**Nature and Scope****Interpersonal Skills:**

Excellent public speaker and presentation skills.

Outgoing, friendly, and diplomatic.

**Level of Responsibility:**

Leadership skills and reporting to the Board of Directors,

**Decision-Making Authority:**

Demonstrates sound judgment.

**Physical and Sensory Demands:**

Attention to detail, report writing, and setting up webpage and ballots.

**Working Environment:**

The CRO may work in the GSA Administrative Office as needed.

Full-time staff support is available.