

## **Deputy Returning Officer**

**JOB SUMMARY:** The Deputy Returning Officer reports to the Executive Committee, Augustana Students' Association. The Deputy Returning Officer will be responsible to oversee electoral logistics and to implement voting procedures at the Augustana Campus.

### **DUTIES AND RESPONSIBILITIES:**

- To implement voting procedures for all ASA General Elections, By-Elections, Referenda, and University of Alberta Students' Union elections.
- The Deputy Returning Officer must be familiar with all election bylaws and policies for both the Students' Association and U of A Students' Union.
- Meet with the U of A SU CRO to receive training on election procedures.
- Conduct meetings to familiarize candidates about their rights and responsibilities during SA elections.
- Advertise available SA and SU positions.
- Advertise the Candidates' Forum at least one week prior to the scheduled date.
- Advertise for poll clerks, and provide training for the clerks that are hired.
- Advertise voting dates at least one week prior to the opening of polls.
- Post election results in public locations within 24 hours of the results becoming official.
- Hear any appeals from candidates. Be prepared to disqualify candidates who have contravened the SA Bylaws, Policies, or Election policies.
- Approve all candidate material for public consumption.
- To perform other related duties as required by the ASA.

### **QUALIFICATIONS:**

1. Strong organizational skills and ability to train others.
2. Ability to work without supervision.
3. Be available to candidates during election times.
4. Must be a current Augustana student.

**HOURS:** Variable before and after Spring/Fall Elections. Position is for the academic year.

**SALARY:** This is a bursary position.