



# Student Association of George Brown College

<b>Job Title:</b>	Chief Returning Officer	<b>Job Category:</b>	Full-time contract
<b>Department/Group:</b>	Elections	<b>Job Code/ Req#:</b>	
<b>Location:</b>	All campuses	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$15/Hour @ 37.5 hrs/week	<b>Position Type:</b>	Temporary
<b>HR Contact:</b>	General manager or administrative coordinator	<b>Start/End Date:</b>	January 23, 2012 to April 13, 2012
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	January 6, 2012

**E-mail:**  
SAHR@georgebrown.ca  
**Subject Line:** <your name>: Chief Returning Officer  
**Attention:** Maria Quian- General Manager

<p><b>Job Description:</b></p> <p>The purpose of this position is to coordinate the Student Association's elections and referendum events. This position requires at least a 37.5 hours per week time commitment for the duration of the electoral events, including elections and referendums. The CRO must be available all day, every day they are scheduled to work during the course of the electoral event.</p>	<p><b>Mail:</b></p> <p>Student Association Human Resources Attn: Maria Quian, General Manager Re: Elections- Chief Returning Officer Student Association of George Brown College 142 Kendal Ave. Toronto, ON M5R 1M3</p>
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**Duties:**

- Responsible for ensuring the honesty and integrity of the electoral process;
- Recruit and encourage students to run for elected positions;
- Oversee the promotion of all nominations and voting and the overall election process;
- Work with the graphic design staff to prepare materials including, but not limited to, flyers, posters, and banners;
- Verify candidates' information packages;
- Ensure the elections policies and procedures are strictly adhered to;
- Work with the DRO to ensure all staff are hired and trained and all polling stations are open and staffed during elections and referendums;
- Assist candidates as needed;
- Ensure candidates run a fair campaign and election;
- Make decisions in conjunction with the elections committee;
- Organize and execute referendums as required;
- Other tasks and duties as assigned.

**Requirements:**

- Must have excellent communication skills;
- Must be able to work well with our team, be self supervising and work within the policies and procedures of the SA of GBC;
- Must make decisions based on local circumstances and conditions and resolve problems that arise;
- Must be both competent and efficient to complete all tasks of an election or referendum within a short time period;
- Must have sound judgment, patience, tact, discretion and attention to detail;



## Student Association of George Brown College

- Must be energetic and able to persevere in a demanding environment;
- Must have an out-going personality;
- All business must be non-partisan and conducted with impartiality.

Mission Statement:

*We are the students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

Commitment to Equity:

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*

- Reviewed By:

Approved By:		Date:	
Last Updated By:		Date:	
		Date/Time:	