



Chief Returning Officer (CRO)

Position Description

The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

Position Title: Chief Returning Officer (CRO)
Reports to: CUSA Board (Managed by Executive Director)
Department: External Consultant
Date Revised: June 2022
Unionized?: Not Unionized

Reporting to the CUSA Board and managed by the CUSA Executive Director, the Chief Returning Officer supports the many facets of CUSA's elections. This includes ensuring CUSA executives and CUSA Councillors prospective candidates, candidates, and voters can access the ballot and have faith the process was fair.

The Chief Returning Officer will support CUSA's staff, Carleton University's staff, any external elections contractors, the CUSA Board of Directors, and the CUSA Council in the efficient and reputational running of elections.

The Chief Returning Officer ensures that structured touch-points are established with candidates and campaign volunteers.

The successful candidate for Chief Returning Officer will get to join an exciting and innovative environment with students at its centre and be responsible for executing new systems to ensure CUSA remains a model for ethical operations and student and staff development.

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.

Position Objective

To promote fair and equitable democratic and electoral practices which develop positive candidate and voter experiences and allow CUSA to be a supportive and regenerative workplace. In particular, optimizing candidate and voter interest and turnout.

Duties & Responsibilities

- The Chief Returning Officer shall report to the CUSA Board and be managed by the Executive Director, except in cases where a conflict or perceived conflict of interest exists with the executive, in which cases the Chief Returning Officer may report to the University Ombudsperson or a CUSA full-time staff member.
- The Chief Returning Officer shall be responsible for officiating the electoral process and ensuring fair elections in conjunction with policies and offices within CUSA and Carleton as necessary.
- The Chief Returning Officer shall themselves comply with CUSA Inc Letters Patent, ByLaws, Policies, Codes, and Procedures and ensure compliance of any instrument of elections.
- The Chief Returning Officer shall oversee three (3) elections per year, including an election in early October where the student body shall vote to fill any vacancies and on any referendum questions, an election in February where the student body shall vote in the general election and on any referendum questions, and an election in March where the up to 70 incoming and outgoing CUSA Councillors shall vote for Vice Presidents in accordance with the current CUSA “The Association” ByLaws, Policies, and Consolidated Electoral Code
- The Chief Returning Officer shall make regulations/procedures within policy for the good administration of the election
- The Chief Returning Officer shall seek legal advice, within reason, from CUSA’s lawyers in extreme circumstances before solely determining matters of consequence, ensuring decisions are advisable, beyond reproach, and of sound mind.
- The Chief Returning Officer shall submit themselves to both the CUSA Conflict of Interest declaration process and to any reviews of actions or decisions procedurally launched by CUSA’s governing bodies.

Requirements

- Being an “arms-length” from the operations of CUSA
- Inability to be an eligible voter in the elections over which would occur in the term of the position
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Thorough knowledge and understanding of the Electoral Code and standard election procedure.
- Ability to communicate effectively both in written and verbal form.
- Excellent organizational skills

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Desired Experiences

- Experience running elections or serving as a CRO
- Experience with student government elections
- Familiarity with the Not For Profit Corporations Act (2010)

Limitations

- The Chief Returning Officer who accepts the role is ineligible to themselves run for elected office in any election held within the current term of their role and within the term of council, even if the role of Chief Returning Officer is resigned and the individual is otherwise eligible.
- Sitting and former executives, directors, or officers of CUSA, the Carleton Academic Student Government (CASG), the Rideau River Residence Association (RRRA), the Carleton Graduate Student Association (GSA) are ineligible
- Employees of CUSA ancillary or levy fee groups are ineligible
- Individuals working for an entity that is in a lawsuit against CUSA are ineligible
- Individuals in a lawsuit against CUSA are ineligible
- Employees of or anyone within an “arms length” of Carleton University administration or governance is ineligible

Term & Rate

August 2022 to April 2023.

- Approximately 2 hrs/week in August
- Approximately 6 hrs/week in September
- Approximately 15-20hrs/week the first two weeks of October depending on the election
- Approximately 2 hrs/week from mid-October - December
- Approximately 6 hrs/week in January
- Approximately 20-30hrs/week the first two weeks of February depending on the election
- Approximately 6hrs/week from mid-February to mid-March
- Approximately 2hrs/week from mid-March to the end of April

The rate can be variable by applicant depending on experience and qualifications. It is expected that \$30/hr to \$50/hr may be reasonable.

How to Apply

All applicants must submit a cover letter, resume, and rate proposal to CUSA's Director of Finance & Administration at jobs@cusaonline.ca by August 15th, 2022 at 11:59pm EDT.

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