Job Description

Job Title: Electoral Officer
Reports to: Elections Committee (Chair) and Returning Electoral Officer (REO)
Location: Hybrid
Appointment Type: Part-time Contract
Contract Duration: Election Cycle (approximately 3 months)
Wage: $700.00
Hours of Work: 4-8 hours per week (may increase during election period)

Position Summary

The Electoral Officer is a temporary, independent contractor position responsible for managing and facilitating the election process for the Fleming SAC Board of Directors. This role includes overseeing nominations, candidate compliance, campaigning, and voting procedures to ensure a fair, transparent, and impartial election. Reporting to the Elections Committee and REO, the Electoral Officer plays a critical role in maintaining election integrity and enforcing Fleming SAC's election policies and by-laws.

Key Responsibilities

1. **Nominations Management**
    - Coordinate the Nomination Period, ensuring all candidates receive accurate information and forms are readily available.
    - Review nomination forms for completeness, confirming eligibility in collaboration with the REO.
    - Communicate promptly with candidates regarding their nomination status and provide a timeline and campaign guidelines.
2. **Campaign Oversight**
    - Review and approve all campaign materials submitted by candidates for adherence to the Campaign Procedures and Code of Conduct.
    - Ensure campaign materials meet Fleming SAC standards and align with the organization's values.
    - Monitor candidate activities, both on-campus and online, for compliance with campaign rules, documenting any infractions or violations.
    - Enforce spending limits, collecting expense reports from candidates at the end of the campaign period.
3. **Voting Process Coordination**
    - Set up and manage the secure online voting platform in advance of the voting period, ensuring accessibility and confidentiality.
    - Verify the functionality and security of the voting system, addressing any technical issues to ensure a seamless voting experience.
    - Monitor the voting process for irregularities and provide support to members as needed.

4. **Compliance and Enforcement**
    - Document and issues warnings for minor violations, escalating severe violations to the Election Committee for review.
    - Report any significant campaign infractions that may warrant disqualification, providing relevant evidence to the Elections Committee.
    - Maintain impartiality and professionalism throughout all interactions with candidates, voters, and Fleming SAC members.
5. **Communication and Reporting**
    - Maintain clear, consistent communication with candidates, ensuring they understand timelines, rules, and expectations.
    - Provide weekly updates to the Election Committee on the status of nominations, campaign compliance, and any challenges encountered.
    - Prepare a final election report documenting the entire process, including any complaints, disputes, disqualifications, and overall candidate compliance.
6. **Dispute Resolution Support**
    - Receive and document complaints from candidates or Fleming SAC members regarding election issues, violations, or grievances.
    - Collaborate with the REO and Elections Committee to investigate complaints and provide objective information to assist in resolution.

Qualifications and Skills

Experience and Knowledge:

- Previous experience in administration, project coordination, or related roles. Experience with election management, governance, or student organizations is an asset.
- Familiarity with election procedures, Fleming SAC By-laws, and governance practices is highly preferred.

Skills and Abilities:

- **Impartiality and Integrity:** Must demonstrate strong ethical judgment and maintain independence from candidates and Fleming SAC Board Members to ensure a fair election process.
- **Organizational Skills:** Ability to manage timelines, multiple tasks, and detailed procedures accurately and efficiently.
- **Communication Skills:** Strong written and verbal communication skills to interact effectively with candidates, the Election Committee, and Fleming SAC members.
- **Attention to Detail:** Meticulous attention to detail for reviewing nomination forms, approving campaign materials, and monitoring voting procedures.
- **Technical Proficiency:** Comfortable with digital platforms for communication, document management and online voting systems.

Working Conditions

Work Hours:

- 4-8 hours per week, with flexible hours leading up to and during the election period. Additional hours may be required during peak periods, such as voting and campaign review periods.

Location:

- Hybrid position with expectations of on-campus presence for meetings, events, and monitoring, if required.

Contract Duration:

- This position is engaged for the duration of the election cycle, typically two (2) months.