

Fleming SAC**JOB DESCRIPTION**

Job Title:	Electoral Officer
Appointment type	Part-Time
Reports to:	SAC General Manager
Hours of Work:	4-8 hours/wk

Position Summary

The electoral officer is responsible for overseeing the Student Administrative Council's elections process including but not limited to, enforcing rules, organizing of events, communication delivery, neutral decision making and event coordination.

Duties and Responsibilities

Category	Specifics
Process	<ol style="list-style-type: none"> 1. Meet with SAC General Manager and Student Services & Clubs Coordinator to receive applicable documents for review. 2. Review and understand applicable SAC bylaws, policies, historical Electoral Officer investigations and reports. 3. Review and update templates (Election rules, nomination form, academic status consent form, criminal activity disclosure form, candidate expense form, and scrutineer attestation form). 4. Meet with Fleming Data Research to review voting dates and process 5. Meet with Duplicating Services to advise them of poster/handbill submission that requires a 24 hr turnaround. 6. Review nomination packages and sign-off; Front Office Administrator can check full-time status of student signatures and Registrar's Office can confirm candidate's GPA. 7. Meet with Events Programmer to arrange for Street Team volunteers (Ice cream social, candidate forum, and monitoring polling stations). 8. Meet with Fleming Data Research and scrutineers to review election results.
Communications	<ol style="list-style-type: none"> 1. Prepare posters for events (Nominations, campaign period, ice cream social, debate, voting period) and send to Student Services and Clubs Coordinator for duplication. 2. Create Social media posts (Nominations, campaign period, ice cream social, debate, voting period). 3. Update large banner and arrange to be hung in foyer. 4. Follow up with candidate within 24hrs if nomination package is incomplete. 5. Send email to successfully nominated candidates and provide them the required documents (Events calendar, election rules, and SAC election policies). 6. Request for scrutineer from candidates (must be fulltime Sutherland campus students). 7. Monitor all campaign activity including candidate social media posts. 8. Approve/reject candidate posters/handbills and submit to Duplicating. 9. Actively promote SAC election during campaign period. 10. Provide candidates a 24hr turnaround on answering questions and all candidates must be updated on decisions or guidance provided. 11. Prepare all student email with voting link and reminders for voting (send to Student Services and Clubs Coordinator to deliver to all students).

	12. Prepare all student email announcing results and send to Student Services and Clubs Coordinator. 13. Prepare report and deliver presentation to SAC board.
Event Management	1. Review calendar dates (Nomination period, all candidate meeting, campaign period, ice cream social, candidate forum, voting period, results meeting, results announcement). 2. Review election budget with Student Services & Clubs Coordinator and confirm with General Manager. 3. Host all-candidates meeting (must be before campaign period). 4. Prepare for ice cream social (order ice cream, cones) 5. Prepare for Candidate Forum (order pizza through Aramark) (create candidate questions) 6. Arrange with I.T. (LRC) two polling stations (requires supervision/signage), and necessary A/V equipment needed for events i.e. candidates forum. 7. Book space for events with facilities and arrange staging (if applicable). 8. Host all candidates forum.
Organization	1. Set weekly schedule for office hours to ensure availability to candidates during the campaign period.

Skills

Ability to follow processes and deadlines	Excellent Communication Skills – Oral and Written	Stress Management
Event Planning	Organization	Report Writing
Public Speaking	Leadership/initiative	Teamwork

Experience

1. Event management- Has organized or helped organized an event and knows what's involved.
2. Process based work- has followed a process and met deadlines.
3. Organization- Is organized.
4. Communications- Has experience with report writing, generating consistent social media posts and is an effective public speaker.

Individuals who wish to apply **must be full-time Sutherland campus students in September 2017 or Alumni**. This position runs until the end of the election process.

Interested students may send their cover letter and resume to Sarah-Jayne Riley, Student Services and Clubs Coordinator for Fleming SAC at sjriley@flamingcollege.ca deadline to apply is Friday December 1st 2017 at 4pm. Interviews will be held December 4th – 8th 2017.

Fleming College Student Administrative Council welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.