

ELECTIONS COORDINATOR

THE ROLE OF THE ELECTIONS COORDINATOR

The Students' Union Elections Coordinator is responsible for overseeing the organization, promotion and execution of the Mount Students' Union elections.

REQUIREMENTS/QUALIFICATIONS

- Term GPA of at least 2.0
- Be enrolled in at least one class per academic term
- Excellent Time Management skills
- Strong organizational skills
- Be able to deal effectively with difficult situations and individuals and work in a fast paced environment
- Be an organized and initiative driven individual able to multi-task

RESPONSIBILITIES AND DUTIES

- Compile, create and ensure that election packages are ready for distribution for the set nomination period and are available for pick-up at both the Rosaria HUB and Seton Welcome Centre.
- Ensure that the elections information on mountstudents.ca is updated and that all online components including forms and downloadable packages are ready for the opening of nominations.
- Oversee the elections process including:
 - Arrange and conduct the all candidates meeting following the closing of the nominations period.
 - Be available to answer candidate questions and approve campaign materials during the campaign period.
 - Approve all candidate campaign materials.
 - Organize and present any debates, speeches or open candidate forums.
 - Promote the elections and voting days including the pre-nominations period and post results follow up period.
 - Ensure election rules and regulations are communicated, understood and followed.
 - Recruit volunteers for promotions and polling stations.
 - Certify and announce the election results.
 - Organize and chair an election appeals committee for any election appeals.
- Provide and deliver a report to SRC at a general SRC meeting following the end of elections.
- Provide any recommendations for future election promotional, structural or policy changes.
- It is imperative that the Elections Coordinator be able to maintain impartiality and remove personal bias during their time in the position.
- It is important that the Elections Coordinator be available on campus at times during the daytime period of elections for candidate questions and election events.