

Senior Election Officer

Volunteer Job Description

September 16, 2019 – April 6, 2020

Reports to: Student Engagement Coordinator, Student Organizations & Outreach

Nature and Scope

The Senior Election Officer (SEO) works with the Centre for Student Engagement, along with the University of Toronto Mississauga Student Union and the Academic Societies Advisory Committee (ASAC) to fulfill their role. The SEO participates in the Committee for Student Engagement & Reimbursements Funding Committee to assess and make decisions on student organization funding opportunities, as well as overseeing and acting as the chief for all academic society elections. They are expected to participate in a two-hour training session in September, six one-hour funding committee meetings during the academic year, and spend up-to 8 hours facilitating the election for academic societies as stated in the Academic Society Handbook. With five SEO's selected, each SEO will facilitate up-to 4 elections during the year. The volunteers must have excellent problem-solving, organization, conflict mediation, and project-management skills.

Duties and Responsibilities

- Participate in a 4-hour training session in September
- Participate in up-to 6 hours of meeting from September to March to review, assess, and make decisions on student organization funding applications
- Meet with the academic society President (or designate) to receive all the necessary information to facilitate a fair, democratic, and successful election process. Election process includes:
 - Nomination period and nominee data collection;
 - Campaign period;
 - Uploading nominee information into the U-Elect system;
 - Ensuring proper University of Toronto, ASAC, and academic society guidelines and policies are followed;
 - Informing the successful and unsuccessful candidates of the election decisions made by the student population;
 - Ensuring the election results are made public to the members within the organization.
- Regularly communicate with the Student Engagement Coordinator to inform them of decisions made by the Funding Committee, along with any issues or irregularities within the election process.

Training and Commitments

- Attend a 4-hour SEO training session
- Attend 6 funding committee meetings
- Facilitate academic society election(s)

Minimum Qualifications Required

- Some project-management/event-management experience
- Knowledge of the campus and awareness of student organization and familiarity with academic society operations

This is a volunteer position. Successfully completing this position will allow you to add this to your Co-Curricular Record along with the competencies gained through this position.

All volunteers are invited to the Volunteer Student Leadership Awards which takes place at the end of each academic year.

If you are interested in this volunteer position, please email sako.khederlarian@utoronto.ca with an email of intent. The email should include:

- **Full Name**
- **University of Toronto Email Address**
- **Phone Number**
- **2-3 sentences as to why you are interested in this position**