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## **Chief Returning Officer (CRO) required for upcoming AUSU Election**

**Application Deadline: Wednesday, January 27, 2016**

The Athabasca University Students' Union is currently accepting applications to fill the role of Chief Returning Officer (CRO) for our upcoming 2016 General Election.

The CRO, working with AUSU staff, is responsible for monitoring all aspects of the election process, including but not limited to:

- a) accepting nominations;
- b) verifying the eligibility of nominees;
- c) informing candidates of campaign policy;
- d) enforcing campaign policy;
- e) accepting votes;
- f) confirming voter eligibility;
- g) confirming ballot counts from electronic voting system;
- h) reporting election results to Council; and
- i) conducting any election appeals, unless the CRO is the subject of the appeal.

The CRO will be provided with instructions on duties and responsibilities, election forms, and all other materials needed for the job by February 5, 2016, to be reviewed prior to February 9, 2016. There will also be a 1-hour orientation session scheduled within that timeframe. The official CRO duties begin on February 9, 2016 corresponding with the beginning of the call for nominations for the election. The job will continue until approximately March 12, 2016, which is the end of the initial appeals period. In the event of an appeal, the job may extend 1-2 weeks longer to handle the appeal. The anticipated time commitment is approximately 35 – 55 hours within the 6- to 8-week period.

The CRO position can be performed from any location, but requires telephone, email, and internet capability. The CRO must be available to respond to inquiries within 1 business day (in some cases during the AUSU office hours of 8:30-4:30pm MST), and must be available on March 15, 2016 to submit the ballot count to AUSU following the close of the election at midnight on March 14, 2016. Proficiency in Word and Excel is required.

The successful candidate will receive a \$1000 honorarium on successful completion of the role. If you are interested in this position, please email your resume, a cover letter, and any questions to [resume@ausu.org](mailto:resume@ausu.org). Previous experience is a definite asset, but not required.

For further information on this role and the AUSU Election process, please refer to our AUSU Election Conduct Policy 3.01 found online [here](#).