



THE YORK FEDERATION OF STUDENTS (YFS) IS CURRENTLY SEEKING QUALIFIED CANDIDATES TO FILL THE FOLLOWING THREE (3) POSITIONS:

Chief Returning Officer

————— 1 Paid Position —————

DESCRIPTION:

The CRO is responsible for the overall logistical administration of YFS elections.

RESPONSIBILITIES:

- The hiring and training of Deputy Returning Officers (DROs).
- The hiring and training of polling clerks.
- Obtaining a voters list from the York University Administration in order to verify a voter's identity as well as the voter's Faculty and College.
- Securing voting spaces on campus to set up polling stations as well as obtain tables and chairs.
- Prepare and maintain the voter registration database.
- Obtain ballot boxes, seals, and voter screens from Elections Canada.
- Organize and run the All Candidates Meeting(s).
- Approval of all campaigning material.
- Adjudicate and provide rulings on complaints filed by candidates during the electoral process.
- Prepare the CRO's report to be presented to the Board of Directors for ratification.

QUALIFICATIONS:

- Experience coordinating and administering Student Union Elections.
- Ability to work flexible hours including evenings and weekends with increased hours in March.
- Must be able to legally drive in Ontario, having a vehicle is considered an asset.
- Strong organizational skills.
- Strong writing skills.
- Proficient in conflict resolution.
- Understanding of YFS Elections procedures.
- Knowledge of York University Practices and Policies.

Election Appeals Committee Member

————— 2 Volunteer Positions —————

MEMBERS OF THE ELECTIONS APPEALS COMMITTEE MEET AS NEEDED TO PERFORM THE FOLLOWING DUTIES:

The Elections Appeals Committee will be empowered to:

- Any candidate appealing a ruling of the CRO will present their case to the Elections Appeals Committee.
- The Elections Appeals Committee will convene a meeting within 72 hours of a receipt of appeal. At the said meeting the appellant will have the opportunity to address the committee; the committee may at its discretion invite other individuals to the meeting.
- Following the meeting of the Elections Appeals Committee shall render a decision within 24 hours.
- There will be an automatic meeting of the Elections Appeals Committee if a candidate is disqualified.
- Once the Elections Appeals Committee makes a decision, it will be final and not open to be appealed again; the Elections Appeals Committee will ensure detailed reasons are given when decisions are made.

QUALIFICATIONS:

- Must be a member of the YFS.
- Must not be a Staff member of the YFS.
- Must not be an elected representative of the YFS.
- Must be available to attend meetings on short notice in evenings and weekends.
- Conflict resolution skills an asset.

THE YORK FEDERATION OF STUDENTS IS AN EMPLOYMENT EQUITY EMPLOYER.

Applications from all qualified candidates are welcome; in particular, applications are encouraged from people of colour, Indigenous people, people with disabilities, members of the queer and trans community, and women. Any expressed interest will be kept strictly confidential.

PLEASE NOTE: YFS is an independently incorporated students' union working within the York University community.

This position is **NOT** a York University staff position.

For all positions please submit any questions, cover letter and resume to the following email address no later than **December 6, 2021 AT 4:00PM** : executivedirector@yfs.ca