



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

Chief Returning Officer (CRO)

————— 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 January and February.
- 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 Members

————— 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 racialized people, 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 5, 2022 AT 4:00PM** : executivedirector@yfs.ca