Job Description

Position title: Elections Administrator
Reports to: AMS Council
Supervises: Elections Committee members
Employee status: Term, Appointed
Length of term: Present - April 22nd, 2019
Hours per week: 5 Hours (September-December), 20 Hours (January-April)
Compensation: Tier 2
Date revised: October 18th, 2018

Position Purpose

The AMS Elections Administrator chairs the Elections Committee and is responsible for ensuring that all Executive elections and Society referenda, as well as Constituency elections and referenda, are run smoothly, fairly, and in accordance with the AMS Code and Bylaws. This position is a term position with an option for extension.

Duties and Responsibilities

- Organize the instructional meeting for candidates on the eve of the campaign period
- Organize debates among the candidates
- Prepare the candidates’ handbook of election rules
- Set the dates of the election (within limits imposed by AMS rules)
- Establish spending and reimbursement limits for candidates
- Advertise the election
- Approve candidates’ campaign material as well as third party material
- Prepare the ballots
- Liaise with UBC Enrolment Services for the running of electronic voting
- Hire, train, and coordinate staff
- Rule on complaints filed against the candidates
- Submit explanation of rulings in case of appeals
- Report election results to Student Council, including those of Constituency elections
- Must be in the office every day during the campaign period (one to two weeks) and must be reachable when out of the office
- Hear and rule on appeals on decisions made by Constituency elections officials
- Ensure Constituencies have a chief election official and a proper elections process
- Provide elections training to Constituency officials, including instruction on how to use the Society’s online voting system
- Administer and enforce regulations on Constituency use of the Society’s online voting system
- Certify results of all Constituency results and referenda
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required
Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Must not hold any other elected, staff, or appointed position in the Society, including positions within constituencies; must not have been a member of the Executive Committee during the year before being appointed
- Organized, efficient and committed
- Ability to engage and energize team members and students at large
- Good managerial skills
- Objective and impartial
- Capable of enforcing adherence to election regulations
- Calm under pressure with good conflict resolution skills
- Willingness to work irregular hours