



Student Society
of UBC Vancouver

Job Description

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

Position Purpose

The AMS Elections Administrator chairs the Elections Committee and is responsible for ensuring that all Executive elections and Society referenda **AMS elections and 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