AMS Elections Committee Job Description Changes
Submitted to Council, from the Human Resources Committee

Additions are indicated by bold italics. Deletions are indicated by strikethrough.

Chief Returning Officer

**Position title:** Chief Returning Officer (CRO)
**Reports to:** Chief Electoral Officer
**Supervises:** None
**Employee status:** Term, Appointed
**Length of term:** November 2020 - March 2021 with possibility of extension
**Hours per week:** 5 hrs per week (Nov & to Dec 2020) to 15 hrs per week (Jan-2021 to Mar-2021)
**Compensation:** Tier 1

**Job Summary: Position Purpose**

The Chief Returning Officer (CRO) has a key role on the AMS Elections team and AMS Elections Committee. is responsible for managing polling officers, poll clerks, and polling stations. Also, they share their thoughts and input on key decisions regarding elections and referendums, as well as the Vice-Chair of AMS Elections the Elections Committee. AMS Elections is an independent, autonomous committee of six students that oversees elections and referendums for all students! The CRO is also responsible for accurately obtaining, handling and tallying the results of Elections and Referenda conducted by the Society.

**Duties and Responsibilities**

- Hires, trains, and manages polling officers and poll clerks
- Organizes polling stations and ensures they are properly set up
- Approves campaign material and forms
- Observes viewing and recording of results
- Ensures proper application of the AMS Code of Procedures
- Assisting with encouraging voter engagement for this online election
- Assisting the Chief Electoral Officer with verifying forms and approving campaign material
- Supervision of ballot counts and the recording of Election and Referenda results
- Preparation of a written report on the ballot counting and results of Elections and Referenda and presentation to the Elections Committee
- Works with the AMS mission statement and values to operate a successful department
- Other duties as assigned by Council, the Chief Electoral Officer, or the Elections Committee from time to time.

**Skills and Qualifications and Experience**

- Must Be a currently registered student of at UBC Vancouver
- **Cannot be currently in a position where there may be a conflict of interest**
- Cannot be a candidate in any election overseen by the Elections Committee, including the AMS general election and elections in Constituencies, elections to the Board of Governors
and Senate, and elections for other organizations (such as the Ubyssey and the Student Legal Fund Society).

- Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, or hold an executive position in any Constituency of the AMS.
- Cannot be holding any position to which they have been appointed by or in which they report to the AMS Council, an Executive, the Executive Committee, the Managing Director, or the Student Services Manager.
- Cannot be holding any position to which they have been appointed or in which they report to anyone in the preceding list.
- Cannot have held an AMS Executive office in the past year.

- Ability to attend weekly meetings outside of Election and Referenda periods, with more frequent meetings during those periods, with frequent meetings from January to March.
- Careful attention to detail, and able to respond to a wide range of issues without frustration.
- Able to work in a deadline-based environment with varying levels of stress.
- Experienced with computers and able to adapt and pickup new concepts easily.
- Ability to work well remotely, both independently and as a team member.
- Understanding of the importance of committing to impartiality and confidentiality and can commit to these concepts.
- Excellent time management and organizational ability.
- Ability to rapidly solve complex problems.
- Experience supervising a team is an asset.

* Cannot be a candidate in the elections for AMS executives, constituencies (faculty groups), the Board of Governors, the Senate, the Ubyssey and the Student Legal Fund Society. Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, or an executive of any constituency. Cannot be holding any position to which they have been appointed by (or in which they report to) the AMS Council, an AMS Executive, the Managing Director, the Student Services Manager, or anyone in the preceding list.

Communications Officer

Position title: Communications Officer
Reports to: Chief Electoral Officer
Supervises: None
Employee status: Term, Appointed
Length of term: November 2021 - March 2022
Hours per week: 5 hrs per week (Nov & to Dec 2020) to 15 hrs per week (Jan 2021 to Mar 2021)
Compensation: Tier 1

Job Summary: Position Purpose

The Communications Officer (CO) oversees all promotions of the AMS Elections, building up as much interest as possible, especially during the election period. They will be the face of our social media, drive as many students as possible to cast their votes and run as a candidate. The AMS Elections is an independent, autonomous committee of six students that oversees elections and referendums for all students!

works as the voice of the AMS Elections Committee, driving the announcements, marketing, social media, and other outreach to students leading up to and during AMS elections and
referenda. As a member of the Elections Committee, the Communications Officer shares their ideas and feedback on how to promote and market the elections/referenda period(s), with the goal of driving as many students as possible to cast their votes. This position also manages the AMS Elections social media outreach by way of Twitter, Facebook, and other methods necessary to build as much interest as possible during the election period.

**Duties and Responsibilities**

- **Coordinates plain language resources to facilitate engagement in electoral processes**
- **Develops a social media strategy to reach all students**
- **Creates and edits “stories” and other short videos to post on TikTok and Instagram**
- **Brainstorms new marketing opportunities and campaigns to encourage participation**
- **Organizes collaborations with other campus voices, including media outlets, clubs, and societies to implement promotional opportunities**

- Taking ownership of the goal to engage as many students as possible to cast their vote
- Developing an online marketing plan to reach students through relevant avenues that will catch interest and encourage participation
- Providing input and feedback on the design of all AMS Elections marketing materials including posters, handbills, websites and any other collateral used to market elections
- Oversee all promotions for AMS Elections and referenda, including but not limited to promotions through media contacts at the Ubyssey, CiTR, and other media outlets that cover campus affairs
- Works with the AMS mission statement and values to operate a successful department
- Other duties as assigned by Council, the Chief Electoral Officer, or the Elections Committee from time to time.

**Skills and Qualifications and Experience**

- Must be a currently registered student of UBC Vancouver
- **Cannot be currently in a position where there may be a conflict of interest**
- Cannot be a candidate in any election overseen by the Elections Committee, including the AMS general election and elections in Constituencies, elections to the Board of Governors and Senate, and elections for other organizations (such as the Ubyssey and the Student Legal Fund Society).
- Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, or hold an executive position in any Constituency of the AMS.
- Cannot be holding any position to which they have been appointed by or in which they report to the AMS Council, an Executive, the Executive Committee, the Managing Director, or the Student Services Manager.
- Cannot be holding any position to which they have been appointed or in which they report to anyone in the preceding list.
- Cannot have held an AMS Executive office in the past year
- Excellent time-management and organizational ability
- Able **Ability** to attend weekly meetings outside of Election and Referenda periods, with more frequent meetings during those periods, **with frequent meetings from January to March**
• Ability to work well remotely, both independently and in a team member capacity
• **Understanding of** understands the importance of committing to impartiality and confidentiality and can commit to these concepts
• Careful attention to detail, and able to respond to a wide range of issues without frustration
• Able to work in a deadline-based environment with varying levels of stress
• Experience in communications, especially managing social media accounts
• **Upbeat, fun, and outgoing personality and knowledge of TikTok trends are assets**
• Graphic design experience is an asset

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**Events Officer**

**Position title:** Events Officer  
**Reports to:** Chief Electoral Officer  
**Supervises:** None  
**Employee status:** Term, Appointed  
**Length of term:** November 2020 - March 2021 with possibility of extension  
**Hours per week:** 5 hrs per week (Nov & to Dec 2020) to 15 hrs per week (Jan 2021 to Mar 2021)  
**Compensation:** Tier 1

**Job Summary - Position Purpose**

The Events Officer (EO) **plans and organizes events for the AMS Elections, including Elections Results Party, All-Candidates Meeting, Candidates’ Forum, and The Great Debate.** They need to make sure that everything runs smoothly, and all students and candidates are pleased. AMS Elections is an independent, autonomous committee of six students that oversees elections and referendums for all students!

plays a pivotal role on the AMS Elections Committee in the coordination and management of various Elections and Referenda related events. The EO organizes and promotes the All-Candidates Meeting, Candidate Forums, and various “Meet the Candidates” events. As a member of the Elections Committee, the Events Officer shares their ideas and input on a range of issues.

**Duties and Responsibilities**

• Collaborates with venues to reserve event spaces and plan event layout and design  
• Schedules and manages all events from start to end  
• Organizes facilities and details including decor, catering, equipment, and entertainment  
• Ensures compliance with legal, health and safety obligations  
• Cooperates with Communications Officer to promote and publicize events

• Scheduling, logistics and management of virtual events  
• Working with the Communications Officer to promote attendance at AMS Elections events  
• Working with the Communications Officer on other marketing projects as needed
Works with the AMS mission statement and values to operate a successful department.
Other duties as assigned by Council, the Chief Electoral Officer, or the Elections Committee from time to time.

Skills and Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges.
- Cannot be currently in a position where there may be a conflict of interest*
- Cannot be a candidate in any election overseen by the Elections Committee, including the AMS general election and elections in Constituencies, elections to the Board of Governors and Senate, and elections for other organizations (such as the Ubyssey and the Student Legal Fund Society).
- Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, or hold an executive position in any Constituency of the AMS.
- Cannot be holding any position to which they have been appointed by or in which they report to the AMS Council, an Executive, the Executive Committee, the Managing Director, or the Student Services Manager.
- Cannot be holding any position to which they have been appointed or in which they report to anyone in the preceding list.
- Cannot have held an AMS Executive office in the past year.
- Able to attend weekly meetings outside of Election and Referenda periods, with more frequent meetings during those periods, with frequent meetings from January to March.
- Ability to work well remotely, both independently and as a team member.
- Able to work in a deadline-based environment with varying levels of stress.
- Understanding of the importance of committing to impartiality and confidentiality and can commit to these concepts.
- Excellent time management and organizational skills.
- Ability to manage multiple projects and tasks independently.
- Experience organizing events, especially virtual events, is an asset.
- Experience in communications and social media is an asset.

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Polling Officer

Position title: Polling Officer
Reports to: Chief Electoral Officer
Supervises: None
Employee status: Hourly, Part-time
Length of term: December 2021 - March 2022
Hours per week: 2 from hire to Election, 10-20 during election period, with possibility for more hours after election
Compensation: Tier 1
Job Summary—Position Purpose

The Polling Officer is responsible for maintaining voting stations on campus for the AMS Elections, providing visibility and accessibility to all students. They enforce campaign regulations around voting stations and report any irregularities. Also, they share their thoughts and input on all processes of AMS Elections. AMS Elections is an independent, autonomous committee of six students that oversees elections and referendums for all students!

AMS Elections is seeking motivated, excited students to provide input on the Elections process. Polling Officers will sit in on all meetings of the AMS Elections Committee and also conduct research to find the best ways to encourage students to vote in AMS Elections. Additionally, they will help with marketing and publicizing the elections process. Polling Officers are required to be impartial.

Duties and Responsibilities

- Greets students actively and encourages them to vote
- Manages voting stations while ensuring all guidelines are always followed
- Manages the custody of electoral equipment and mediates voting irregularities
- Takes down promotional materials at the end of the election

- Attend all meetings of the AMS Elections Committee
- Attend AMS Elections events like All-Candidates Meetings
- Other duties as required in the lead-up to the election
- Recognize and mediate voting irregularities
- Enforce campaign regulations at all times
- Engage and draw potential voters online.
- Communicate technical difficulties to the Chief Electoral Officer
- Works with the AMS mission statement and values to operate a successful department
- Other duties as assigned by Council, the Chief Electoral Officer, or the Elections Committee from time to time.

Skills and Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Cannot be currently in a position where there may be a conflict of interest*
- Ability to attend weekly meetings, with frequent meetings from January to March
- Understanding of the importance of committing to impartiality and confidentiality
- Strong communication skills to effectively greet students politely
- Enthusiasm about the electoral processes and encouraging students to vote is an asset
- Research and marketing skills an asset
- Enthusiastic about attracting voters and increasing voter turnout
- Dedication to maintaining non-partisanship during campaign and voting period
- Prior electoral experience is not required but should have significant interest in the elections process.

Eligibility
• Cannot be a candidate in any election overseen by the Elections Committee, including the AMS general election and elections in Constituencies, elections to the Board of Governors and Senate, and elections for other organizations (such as the Ubyssey and the Student Legal Fund Society).

• Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, or hold an executive position in any Constituency of the AMS.

• Cannot be holding any position to which they have been appointed by or in which they report to the AMS Council, an Executive, the Executive Committee, the Managing Director, or the Student Services Manager.

• Cannot be holding any position to which they have been appointed or in which they report to anyone in the preceding list.

• Cannot have held an AMS Executive office in the past year.

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