

Elections Chair

Job Description



Title of Position	Elections Chair
Portfolio	VP Internal Portfolio
Position Summary	The Elections Chair will administer a variety of affairs related to CUS Elections. This includes planning and arranging candidate meetings, and creating a forum for candidates to address the student body. As well, it is crucial to keep in close communication with members in the CUS and the IT department to organize election events.
Time Commitment	Approx. 2 hours/week (up to 15-20 hours during peak times)
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Hire and lead a team to coordinate and execute elections events• Generate forums for candidates (1 for 1st election; 2-3 for 2nd election)• Actively engaging the student body to participate in candidate forums and inform them of up-coming elections events• Budget for candidate's marketing costs and submit reimbursements to the CUS• Create the Voters Guide and maintain the elections website
Qualifications	<ul style="list-style-type: none">• Strong communication and organization skills• Excellent decision-making skills• Be able to prioritize and have a strong vision for the success of CUS Elections (strengths in goal-setting)• Be able to work under stress and time pressure• Leadership skills are strongly desired• Previous event planning skills and knowledge of CUS is required
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Any major.
Anticipated Learning Outcomes	<ul style="list-style-type: none">• Creative problem solving skills• Learn to handle conflicts & criticisms professionally• Public speaking and marketing skills• Strengthening of organization & leadership skills• Quick responses and flexible communicational skills
Application Process	<p>To apply, complete our online application form (http://forms.cus.ca/view.php?id=17) and upload a single PDF document that includes:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing: Why you want to be involved in the CUS and why you think you would be an excellent candidate for the position. <p>Name the PDF document as per the naming convention Elections_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>