



Chief Electoral Officer for Rideau River Residence Association Executive Elections

The Rideau River Residence Association (RRRA) seeks to hire a Chief Electoral Officer (CEO) for 2018 Rideau River Residence Association Executive Election.

As per the RRRA Constitution, the CEO must not be a member of the Association and must not be a candidate in the election.

Expectations of the Position

As per the RRRA Constitution, CEO shall be entrusted to:

- a) Conduct elections, by-elections, recall and referenda in an honourable, fair and thorough manner, and shall not exhibit or exercise any political or other bias in favour of, or against, any candidate and shall ensure compliance by any officer or employee of their office.
- b) Follow all rules and regulations on elections as outlined in RRRA's governing documents and ensure all directives from Students' Council are incorporated in the electoral process.
- c) Ensure the Residence community is aware of any election, by election, recall or referenda.
- d) Declare a conflict of interest should one occur and relinquish any power or authority associated to that conflict to the DEO for the necessary time.
- e) Ensure that all rulings of the Constitutional Board are made known to all candidates and the Residence community within a timely manner
- f) Ensure that the locations and the amount of poster areas for candidates are made public before the closing of nominations.
- g) The CEO along with the Executive will have exclusive jurisdiction in the scheduling of elections and nomination dates
- h) The CEO shall have all authority to disqualify any candidate or candidates deemed to violate any policy of the Association during the election campaign

More broadly, the CEO must have a sound knowledge of the RRRR Constitution and, in particular, the responsibilities of the CEO as outlined in the RRRR Electoral Code (Policy X of the RRRR Constitution).

Term of Employment

January 22, 2018 – April 30, 2018

During the Electoral period, to be determined by RRRR Council, it is expected that the CEO will be available for contact from 9:00 a.m. to 9:00 p.m. via phone, text message and email.

Compensation

\$1,500 honorarium. This compensation takes into account the use of personal resources during the Electoral Period. The CEO will be provided with a RRRR email address and will be expected to use this email address during the term of employment for RRRR business.

Application

Interested parties must submit their resume and a short cover letter to the following email address by 11:59 p.m. on Monday, January 21, 2018:

Please application to

RRRR Election Hiring Board

hiringboard@rrra.ca