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EXPRESSION OF INTEREST

ASSISTANT RETURNING OFFICER

Civic Service Union 52 (CSU 52) is looking for an Assistant Returning Officer (ARO) to oversee the October Board of Directors Elections.

CSU 52 is committed to accountability, transparency, responsibility, and sound ethical operating practices in the recruitment and selection of election officials.

CSU 52 ensures the ongoing trust and confidence of its members through appropriate recruitment and selection practices, ensuring a consistent approach to these processes.

The attached document outlines the key roles and responsibilities of this essential position.

We are asking interested members to put together an Expression of Interest (EOI) indicating why you are interested in this position, what you would bring to the position, relevant experience. EOIs will be shared at the June General Meeting where this position will be filled by election.

Please submit your EOI or any questions about this role by 5:30 p.m. on June 5th to info@csu52.org



Expression of Interest: Assistant Returning Officer



Submission Deadline: 5:30 p.m. of Monday, June 5, 2023



ASSISTANT RETURNING OFFICER

RENUMERATION

The successful ARO will be remunerated per CSU 52 Bylaw 5.09. The remuneration is confirmed and approved at the June General Membership meeting. The 2022 remuneration was \$550.00 + Wage Replacement or Leave Letter for election day only, or \$250.00 to cover all expenses & wages if no election is required.

ARO EXPECTATIONS

1. Applicants must be active (dues paying) CSU 52 Members in good standing.
2. Will be aware of all CSU 52 election bylaws, policies and procedures.
3. Will be respectful, inclusive, collaborative, and supportive of the members, CSU 52 office staff and the election vendor.
4. Will attend all meetings and training sessions associated with the election process and will be responsible to fully contribute to the success of the election process.
5. Must maintain a high degree of professionalism during the process, and in all aspects of communication.
6. Will respect the confidentiality of all private information per PIPA and any vendor processes (if applicable).

KEY DUTIES AND RESPONSIBILITIES

The Assistant Returning Officer will:

1. have a Returning Officer appointed within fourteen (14) calendar days of the June General Meeting. The online election vendor can provide a Returning Officer.
2. assist the Returning Officer;
3. ensure that all candidates are treated fairly and equally;
4. refrain from campaigning for or recommending any candidates during the period of the Election;
5. appoint Poll Clerk(s), if required;
6. in conjunction with CSU 52 Office Staff, ensure the Notice of Election is posted electronically and distributed to all Shop Stewards and Mailout Representatives within three (3) business days of the October General Meeting;
7. in conjunction with CSU 52 Office Staff, organize the preparation of the voting process;
8. facilitate the "Acceptance of Nomination" process at the October General Meeting (Nominations Meeting);
9. be present for the ballot count, recounts & election appeals (if applicable).