

JOB DESCRIPTION  
**DEPUTY ELECTORAL OFFICER**  
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTIONS:**

1. Responsible for assisting the Chief Electoral Officer in all of his/her duties, particularly in enforcing the electoral rules.

**ORGANIZATIONAL RELATIONSHIP:**

1. Reports to and is responsible to the General Manager, through the Chief Electoral Officer.
2. Works jointly with the Chief Electoral Officer, the members of the UVSS Electoral Committee, and the University of Victoria Secretary.

**DUTIES:**

1. Assists the Chief Electoral Officer
2. Responsible for helping to coordinate and chair the all candidates forum.
3. Helping to approve, stamp and regulate the campaign posters of candidates.
4. Helping to prepare and mail out election packages to Co-op students.
5. Enforcing the UVSS electoral rules and standards including candidates behaviour.
6. Helping to supervise the polling stations.
7. Helping to supervise the counting of ballots.
8. Reporting to the Board of Directors Electoral Committee with or for the Chief Electoral Officer.
9. Helping to write a report with the Electoral Committee to present to the Board of Directors on the election results, the conduct of the candidates and recommendations for elections process improvements.

**QUALIFICATIONS:**

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Familiarity with UVSS electoral process, or with electoral processes.
3. Demonstrated leadership abilities.
4. Demonstrated ability to administer rules and regulations.
5. Experience in positions of responsibility.
6. Demonstrated ability to work under stress and to deal with difficult situations.

This is a temporary, hourly waged, union position.