

# SAIT Students' Association

## Job Description



<b>Job Title:</b>	<i>Elections Oversight Panel Member</i>
<b>Reports to:</b>	<i>Board of Directors</i>
<b>Direct Reports:</b>	<i>N/A</i>
<b>Position Type:</b>	<i>Part time, Honoraria (3-month contract)</i>
<b>Category:</b>	<i>Coordinator</i>
<b>Travel Required</b>	<i>None (conferences, training, etc.)</i>
<b>Location of Work</b>	<i>Remote</i>

### Job Purpose

Reporting to the Board of Directors, the Elections Oversight Panel is comprised of three (3) disinterested, third-party experts appointed by the Board to rule on disputes arising from Saitsa's elections and Referenda processes. In conjunction with the Chief Returning Officer, the Elections Oversight Panel is responsible to ensuring Saitsa's elections, byelections, and referenda are carried out in a fair and transparent manner. The Panel acts as the appeal body and retains the authority to remedy valid misconduct complaints during the elections process. Members of the Elections Oversight Panel must be available on short notice to hear and investigate complaints during the Saitsa elections.

### Duties and Responsibilities

#### Responsibilities

- Members of the Election Oversight Panel are responsible for, but not limited to the following:
  - Ensuring democratic, impartial, fair, transparent and accountable and appeal election processes;
  - Hearing appeals or complaints of CRO decisions;
  - Hearing appeals of election results.

### Qualifications

#### Education

Post-secondary education in a related field (public policy, political studies, social science, etc.)

#### Knowledge, skills and abilities

- Be able to interpret policy and procedures and whether they were applied correctly by the Chief Returning Officer
- Must be a disinterested third-party (i.e.: does not work for SAIT or Saitsa, does not have children who attend, no conflicts of interest, etc.)
- Must be available (i.e.: able to return phone calls, emails etc. within a reasonable timeframe – typically within 8 hours, 24 on weekends) for the entire election period and 10 days following the close of polls.

#### Experience

- Though no particular experience is required, previous election experience (municipal, provincial, federal, student associations, etc.) is an asset

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[Saitsa.com](http://Saitsa.com)

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### Working Environment

Remote work is generally expected of Elections Oversight Panel members. Potential to work some evenings/weekends during high demand periods. Working environment is primarily in a climate-controlled environment with minimal safety/health hazard potential.

Approved by:	<i>Executive Director</i>
Date approved:	
Reviewed:	