

Chair of Elections Committee

Role description

The Chair of Elections Committee is an appointed post. Applications will be considered and shortlisted by the Returning Officer (or deputy), the lead Students' Union Officer and the outgoing Chair of Elections Committee.

Duties and Responsibilities

- Co-ordinate the work of Elections Committee
- Act as primary point of contact, along with RO/DRO and lead SU Officer, for elections
- Chair all meetings of Elections Committee and ensure that they are run to order and in accordance with all the SU's policies, including the Equal Opportunities policy
- Work closely with the RO/DRO and lead SU Officer to ensure the smooth running of elections
- To work with the RO/DRO to ensure that all decisions made by Elections Committee and/or RO/DRO are applied consistently
- Advise the SU's Marketing team on strategies for promoting the elections process, for approval by Elections Committee
- Facilitate good communication with and between Elections Committee, the RO/DRO, other staff and students involved in the promotion of elections, candidates and voters
- The Chair of Elections Committee must remain impartial at all times. S/he must at no time support, or appear to support, any candidate or participant or the views of any candidate or participant.

Members of SU staff and Officers also involved in the core election process

- SU President or lead SU Officer in the event that the SU President is re-running for election
- RO
- Chief Executive¹
- DRO
- Executive Support & Facilities Manager

Main tasks

- Chairing meetings of Elections Committee
- Encouraging full participation from other members of Elections Committee
- During the Officer election campaign period, assisting the RO/DRO in monitoring and responding to complaints as quickly as possible. This may involve making judgements and decisions (in consultation with the RO/DRO) which are retrospectively reported to Elections Committee rather than waiting for a meeting of Elections Committee for discussion there.
- Working with the SU's Marketing team to advise on strategies for promoting the elections, for approval by Elections Committee
- Co-ordinating Elections Committee to assist in actively promoting elections
- Co-ordinating 'surgeries' over the SU Officer elections period when members of Elections Committee will be available to candidates

¹ The Chief Executive is currently the DRO

- Having responsibility for Elections Committee budget (working with the Chief Executive, Deputy Chief Executive (Communications, Marketing and Bars) and ESFM)

Training

The Chair of Elections Committee will receive chair training and will attend training with other members of Elections Committee on the role and responsibilities of Elections Committee

Skills gained: participating in this opportunity will enable you to develop and practise the following skills (marked ✓)					
Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communications	✓	Time management	✓	I.T.	
Delegation	✓	People management	✓	Organisation/Planning	✓
Decision making	✓	Negotiation	✓	Marketing	✓