



JOB POSTING

The Alberta Public Interest Research Group (APIRG) is seeking a Chief Returning Officer (CRO) for the APIRG Board of Directors Election.

Dates of Employment: November 3 2008 to April 1, 2009

Honorarium: \$1150.00.

Hours of Employment:

Approximately 2 hours per week from November 3 – December 21

Approximately 7 – 10 hours per week from January 5 – February 13

Approximately 20 – 25 hours per week from February 14 – March 7

Approximately 3 hours per week from March 9 – April 3

The CRO must be available to all parties during elections for a minimum of four (4) hours a day from Monday, March 2nd to Friday, March 6th. These hours are to be posted in advance.

Responsibilities include:

1. Presiding over APIRG elections in accordance with the bylaws and regulations set by the Board;
2. Liaising with the SU CRO regarding the SU elections;
3. Publicizing the dates, times and places that nominations may be made, and determining whether each nominee is eligible for election to the board;
4. Publicizing the names of the persons nominated and the dates, times and places of elections;
5. Reviewing all campaign materials before they are distributed to ensure their compliance with election regulations;
6. Organizing a minimum of two (2) forums to be held during the week of campaigning;
7. Establishing polling stations for the dates of elections at such places as are convenient to student members;
8. Ensuring that a cost effective and accurate ballot counting process is in place;
9. Announcing the result of the election promptly after the ballots are counted;
10. Ruling on protests relating to elections filed under the provisions set forth in these bylaws and regulations set by the Board;
11. Acting as the arbitrator in any dispute which may arise during the course of the election;
12. Submitting a final report to the board by April 3, 2009;
13. Performing other duties as required to hold problem-free elections.

The Chief Returning Officer is to act in a neutral manner and exhibit a neutral attitude during the election.

Qualifications:

The ideal candidate will possess these qualifications from paid or volunteer work:

1. The CRO will be an undergraduate student at the University of Alberta who has not opted out of the APIRG fee in the winter term
2. The CRO will not concurrently be a member of the APIRG Board of Directors.
3. The CRO will have an understanding of elections procedure
4. Excellent communication skills
5. Ability to take initiative and work independently
6. Willingness and ability to work varying hours
7. Ability to deal effectively with University students, staff, and the general public
8. Shares a commitment to the goals and objectives of the APIRG.

Experience with other student elections would be an asset.

Please submit a letter of interest and resume to:

APIRG Hiring Committee
HUB International
9111 112th St.
Edmonton AB
T6G 2C5
Phone: (780) 492-0614
Fax: (780) 492-0615
Email: apirg@ualberta.ca

Deadline: 5:00pm, Friday, October 17th, 2008

Only those candidates selected for an interview will be contacted.

APIRG supports student research, education and action initiatives on a wide variety of environmental and social justice issues. For more information, please see www.apirg.org