



## MSSS Chief Returning Officer Application

This application is applicable to Social Science students in Level 2 or above. The Chief Returning Officer shall be the chief electoral officer of the McMaster Social Sciences Society (MSSS), reporting to the Vice-President Administration. The Chief Returning Officer should not be a voting member of the MSSS, and shall not seek office in an election, support any candidate, or endorse a position in a referendum administered by the MSSS during their term of office. The Chief Returning Officer shall report the procedure and timetable before each election/referendum, and the results of each electoral period. They will be responsible for the submission and administration of the electoral budget and be responsible for consulting the Vice-President Administration if clarification is needed for job duties, approved by the MSSS executive board. The Chief Returning Officer shall also manage all other aspects of elections including, but not limited to: online voting procedures, referenda, nominations, eligibility, a notice of poll, withdrawal of the candidate, campaigning and tie-votes.

The Chief Returning Officer will be responsible for reviewing all MSSS contracts, policies, operating procedures and the constitution to ensure transparency and clarity.

**Position Date:** Sept 30th, 2022 - April 12th, 2023

**Hours Per Week:** Approximately 6 hours per week

## REQUIREMENTS

- Must be a McMaster Social Sciences Student in Level 2 or higher in full-time studies
- Organizational and time management skills are required
- Previous experience working in elections is an asset
- Strong interpersonal skills are a must

If you have any questions, please feel free to email Tracy Lee at [vpadmin@themsss.com](mailto:vpadmin@themsss.com)

**PLEASE ATTACH A RESUME ON THE MSSS WEBSITE TO BE CONSIDERED FOR THIS POSITION.**

**SELECTED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW.**

**THIS APPLICATION IS TO BE SUBMITTED TO**  
<https://themsss.com/msss-opportunities/chief-returning-officer/>  
**by Sept 16th at 11:59PM EST**

**The McMaster Social Sciences Society**

1280 Main St. West  
Hamilton, ON, L8S 4M6  
L.R. Wilson Hall, 1001



**APPLICANT INFORMATION:**

**Full Name:**

**Student #:**

**Program/Level:**

**Email Address:**

**Phone Number:**

**QUESTIONS:**

**Please answer the following with as much detail as possible:**

1. What (if any) experience do you have with elections, and what skills do you have that you think will make you an asset to this position?
2. What do you hope to achieve as the MSSS Chief Returning Officer?
3. What previous leadership positions have you held? What were your responsibilities?
4. What interested you the most about this position?
5. How will you effectively increase voter turnout for the MSSS Elections?

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