

ASSOCIATED STUDENTS' CHAIR U
Election Board Chair

Statement of Purpose:

The Election Board Chair is responsible for the operation and organization of the Election Board as stated in the A.S. Election Code.

Term of Position:

From the first week of Winter Quarter through the election process.

Stipend:

The Election Board Chair will receive a stipend equal to \$300.

Reportage:

The Election Board Chair reports to the A.S. Board of Directors through the President, unless (s)he is seeking election.

Qualifications:

1. Must maintain a minimum of ten (10) credits for undergraduates, and eight (8) credits for graduates during the entire duration of employment.
2. Must maintain a minimum of 2.00 cumulative grade point average.

Recommended Qualifications:

1. A working knowledge of the Associated Students organization.
2. Ability to communicate accurately and effectively.
3. Organizational skills and problem solving techniques.
4. Previous experience involving school elections.
5. Ability to deal with stressful situations.
6. Experience with judicial processes.

Responsibilities:

1. Follow the guidelines as set forth in the Election Board Charge & Charter and the A.S. Election Code.
2. Organize the Election Board hearings.
3. Communicate the outcomes of the Election Board hearings through the appropriate persons.
4. Educate the members of the Election Board to the processes of hearings, Election Code information, and election process.
5. Maintain records and documents in a file regarding all election hearings.
6. Maintain a non-biased position and be unaffiliated with any campaign.

7. Attend the Candidate's Orientation Meeting. TA— Assist the Election Coordinator with planning the mandatory candidate's orientation meeting.

88. Follow all A.S. policies and the A.S. Bylaws.

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The Associated Students is an Equal Opportunity Employer

Subject to change in accordance with the A.S. Election Code and Employment Policy.