Position Description

The Chief Election Commissioner serves as the facilitator of SGA Elections and reports directly to the Election Commission Advisor. The Chief Election Commissioner is responsible for ensuring fair, smooth and organized elections.

Responsibilities

- **Be an expert on SGA Election Code**
- Have knowledge of SGA Bylaws and Constitution
- Serve as the administrative head of the election process, the Chairman of the Election Commission and have charge over all elections personnel
- Maintain office hours as set by Election Commission Advisor or Election Code
- Submit a calendar with the days of the election time frame to the SGA Senate
- Appoint two paid Associate Election Commissioners with consent of the SGA Senate
- Appoint unpaid Associate Election Commissioners as needed
- Oversee Associate Election Commissioners and ensure that pre-election events that allow students to meet with candidates and learn about their platforms (ex. Town Halls, Debates, Meet-the-Candidate Night, etc.) are planned
- Ensure that elections are well advertised and polling locations are convenient to students
- Notify students of polling locations within a timely manner, as determined by the Election Calendar
- Work with Election Commissioner Advisor and IT department to ensure functionality of polling locations
- Secure non-partisan volunteers (faculty/staff) to operate polling locations
- Manage and track funds allocated to the Election Commission
- Set candidate filing deadline and accept applications
- Lead mandatory seminar for all candidates outlining election rules, responsibilities of elected officials, election schedule, etc.
- Report on activities of the election commission to the SGA Senate as requested
- Remain impartial to any candidates or parties participating in any election
- Administer and set provisions for special elections where provided for in the Election Code and other SGA documents
- Maintain an election journal as specified by the Election Code, to be presented before leaving office
- Attend SGA Senate Meetings/events as requested

Qualifications

- **Be of good moral character** and have a high sense of responsibility
- **Exceptional organizational** and time management skills
- Effective communication skills, both written and oral
Requirements

- Minimum of 2.5 Grade Point Average (GPA) Good Academic and Disciplinary Standing
- Student of any classification currently enrolled at UH-Main who will maintain enrollment through Spring 2014.
- This job requires significant planning and work will begin immediately upon appointment and confirmation by SGA Senate.

If interested, please contact the SGA Attorney General at sgadoj@central.uh.edu