

Elections Director JOB DESCRIPTION

The primary responsibility of the Elections Director is to plan, coordinate, organize and execute the GPSA general and special elections. S/he will provide leadership to a committee of no fewer than five appointed members and will hold one vote on the Executive Board (E-Board). The Elections Chair will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

RESPONSIBILITIES

- Plan, coordinate, organize and execute GPSA general (Spring) and special elections (as needed)
- Administer the Elections Committee budget
- Assist Recognized Departmental Student Associations (RDSAs) with their elections, when invited
- Accept and verify candidate applications and eligibility with the Director of Student Activities
- Collaborate with UNM IT to create election ballots and result system
- Effectively promote elections using relevant media
- Distribute a written public report after every election
- Present a report to GPSA Council at least one time per semester
- Hold committee meetings at least one time per month during the Spring semester or as required in case of a special election
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws in the execution of his/her responsibilities, power and duties
- Assemble and manage a committee of no fewer than 5 members
- Conduct him/herself in a manner that promotes public confidence in the integrity and impartiality of the election process and will not publicly support or campaign for any candidate
- Work in collaboration with the respective UNM offices for efficiency of the election process
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office (minimum of three hours per week)
- Meet with the President and Chief of Staff as invited

TERM

- Term of office is from the date of appointment until noon on the last day of the academic year. The term may otherwise end when a letter of resignation is submitted to the President or if the President wishes to rescind the appointment

STIPEND

- Stipend for the Elections Director is determined annually through the annual budget process or appropriation

