

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
TENTH SESSION
NOVEMBER 8TH, 2017**

**BILL #4712
RATIFICATION OF THE 2018 ELECTIONS MANAGER JOB DESCRIPTION**

SPONSORED BY: Josh Williams, Senator, Multifaith, Belief, and Spirituality Council; Austin Fearn, Senator, College of Natural Sciences; Morgan Seiter, Associate Senator, College of Agricultural Sciences; Flint Corliss, Senator, College of Agricultural Sciences

WRITTEN BY: Josué Silva, President

COLLABORATED WITH: Brittany Anderson, Chief Justice

ENDORSED BY: Baylee Lakey, Deputy Chief of Staff; Madelyn Royal, Director of Environmental Affairs

ABSTRACT: As per requirement, the following job description for the 2017-2018 Associated Students of Colorado State University (ASCSU) is provided to the 47th Senate for their consideration and hopeful ratification.

WHEREAS

Article I Section 106 of the ASCSU Constitution states, “No office shall exist without an existing job description. Job descriptions shall be created only by the action of a bill passed by the Senate and approved by the President”; and,

WHEREAS

Article VII Section 704 of the ASCSU Constitution states, “The President shall select an impartial and unbiased member of ASCSU to serve as the Elections Manager”; and,

WHEREAS

This job description should fulfill the vision and mission of the ASCSU Constitution and mission statement; so,

THEREFORE BE IT HEREBY ENACTED

That the Forty-Seventh Senate of ASCSU formally adopts the following job description for the 2017-2018 ASCSU administration; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be forwarded to Dr. Tony Frank, Colorado State University President; Dr. Blanche Hughes, Vice President for Student Affairs; Dr. Mike Ellis, Director, Lory Student Center; Pamela Norris, ASCSU Adviser and Director of SLiCE

20-0-8

11/29/2017

PASSAGE

DATE



11/30/17

VICE PRESIDENT COLE WISE

DATE

TAGS: ASCSU; Senate; Job description; Executive branch; judicial branch; Supreme Court; election

Elections Manager

Shall receive compensation of \$2200 for the spring semester

General Eligibility:

All applicants for the Elections Manager shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.5 minimum, but 2.75 cumulative preferred.

General Responsibilities and Supervision:

The ASCSU Elections Manager will be nominated by the ASCSU President, the ASCSU Chief Justice, or an elected member of the ASCSU Senate and approved by majority vote of the Senate prior to Fall Break. The Elections Manager serves until May 31st of spring semester following the fall semester during which the Elections Manager was appointed. The Elections Manager in the following year may be reappointed to the Elections Manager position, but may hold no other executive or judicial office.

Job-Specific Tasks and Responsibilities:

1. Chair and organize meetings of the Elections Committee.
2. Propose any necessary changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the Senate at least 7 weeks prior to Spring Break.
3. Attend weekly meetings with the ASCSU Chief Justice.
4. Attend weekly meetings with the ASCSU Marketing Department.
5. Schedule meetings with Elections advisors as needed and necessary.
6. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
7. Select the Elections Committee with the ratification of Senate
8. Train the Elections Committee.
9. Request appointments of additional officers as needed.
10. Hold orientation sessions for potential Senator and Speaker of the Senate candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.
11. Collaborate with candidates in the ASCSU elections to ensure compliance with all rules and regulations.
12. Propose changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate after the conclusion of ASCSU elections.
13. Contribute a **MINIMUM of 6 office hours per week** prior to third week of February.
14. Contribute a **MINIMUM of 20 office hours per week, 6 of which are required inside the ASCSU office**, from the third week of February through the end of the elections period. Work as many extra hours as needed to fulfill job duties.

General Tasks and Responsibilities:

Attend the **mandatory** ASCSU retreat on **January 20th**. Attend SLiCE P-Card training.

Submit an electronic copy of weekly ASCSU Weekly Report in the spring semester including general report items, important dates, and other project information **every Friday** until the end of elections.

Work to promote the mission of ASCSU both internally and externally.

Maintain a work area that is professional and conducive to a pleasing work environment.

Present a professional image of ASCSU.

Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.

Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Judicial Bylaws

Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

Ability and interest to advocate for the Students of Colorado State University.

Conduct oneself in a professional manner.

Ability to work in a team based environment.

Demonstrate excellent interpersonal skills.

Possess strong oral and written communication skills.

Ability to work independently, identify resources, and make independent decisions.

Previous experience in the ASCSU Elections Process is preferred.

Applicants shall be members of ASCSU at the time of appointment.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.