



Kwantlen Student Association

JOB DESCRIPTION — CRO

A. IDENTIFICATION

Position Title:	Chief Returning Officer (CRO)
Reports to:	Executive Director
Status:	Temporary, Contract
Remuneration:	\$5000 - \$7500 <i>(Note: The exact amount will be determined based on your skills, qualifications, and experience.)</i>
Location:	Surrey Campus, Varies

B. OVERVIEW

Are you passionate about student governance and ensuring fair and transparent elections? Do you have a strong sense of integrity and the ability to lead with impartiality? If so, we have an exciting opportunity for you to join the Kwantlen Student Association (KSA) as our next Chief Returning Officer (CRO).

As the CRO, you will play a crucial role in managing and overseeing all KSA elections, by-elections, and referenda. Your main responsibility will be to ensure that these processes are carried out fairly, transparently, and in full compliance with our bylaws and relevant provincial regulations. This is a key position that helps maintain the democratic principles within our student association.

C. DUTIES AND RESPONSIBILITIES

- **Lead the Election Process:** Manage and oversee the entire election process, ensuring full compliance with the KSA Bylaws, Regulations, and the BC Societies Act.
- **Coordinate Nominations:** Set and communicate the nomination periods, and ensure all candidates meet the eligibility criteria.
- **Oversee Campaigns:** Regulate candidate campaigns to ensure they adhere to KSA policies and guidelines, and manage all related activities.
- **Co-Chair the AGM:** Take on the role of Co-Chair for the Annual General Meeting (AGM), working closely with the Chair of the Board to ensure a smooth process.
- **Manage Referenda:** When necessary, oversee any referenda, including campaign regulations, voting processes, and compliance checks.
- **Documentation and Reporting:** Maintain detailed records of all electoral activities and prepare comprehensive reports for the KSA Board of Directors.



D. QUALIFICATIONS

- Expert in the BC Societies Act: You must have extensive knowledge of the BC Societies Act and its application to student associations.
- Familiarity with KSA Bylaws and Regulations: You should be well-versed in the specific bylaws and regulations governing the KSA.
- Organized and Detail-Oriented: The role requires a high level of organization and attention to detail to manage multiple aspects of the election process.
- Strong Communicator: You need to be able to clearly explain complex rules and procedures to a diverse audience.
- Impartial and Ethical: Integrity is key; you must be able to conduct the election process fairly and without bias.

Application Details

- Application Deadline: **August 28th, 2026**
- How to Apply: Send your cover letter and resume via email to **executives@council.kusa.ca**