

## UBE Position Descriptions 2021-2022

**Chair:** Responsible for maintaining direction over the Board by setting the agenda for Board meetings, providing recommendations, and setting the timeline of the elections. Oversees all members and maintains external affairs as liaison to student organizations of the University, the University community, the press, and the University administration. Contact point for the UBE advisor and election system manager.

Leads: All positions

**Vice-Chair for Candidates:** Board member contact point for candidates. Responsible for overseeing the candidate process (info sessions, petition signatures collections, deadline reminders, etc.) and for answering procedural questions from candidates. Shares responsibility with the Chair for managing the online election system and ensuring that the data is correct and up-to-date. Redirects correspondence to a more appropriate officer or the Chair when necessary. Should have constant access to email during campaigning and voting periods.

Leads: Endorsing Organizations Liaison, Referendum and Documentation Liaison  
Reports to: Chair

**Vice-Chair for Marketing and Outreach:** Responsible for designing and producing print and electronic advertising material throughout the elections process in cooperation with other committees, such as the Honor Committee or the University Judiciary Committee, or officers. Responsible for reaching out to the University community with elections information. Designs, plans, and executes existing (chalking, newspaper ads, etc.) and innovative (voting stations, cups, stickers, etc.) strategies. Coordinates Director of School Councils and Organization Coordinator.

Leads: School and Organization Coordinators  
Reports to: Chair

**Vice-Chair for Rules and Administration:** Oversees the Board's budget and tracks all expenses. Board member contact point for VPSA Business Services. Responsible for keeping the Board up to date on the budget's status and handling reimbursements. Manages the Campaign Grant Program. Keeps minutes of the Board's meetings. Responsible for responding to routine questions about rules and to make interpretations in collaboration with the Chair, the Vice-Chair for Candidates, and/or the Board when necessary. Also responsible for initiating enforcement and/or mediation in the case of alleged rules violations, as directed by the Rules established by the Board. Should have constant access to email during campaigning and voting periods.

Leads: Director of Research and Investigations, Director of Technology  
Reports to: Chair

**Endorsing Organizations Liaison:** Board member contact point for Endorsing Organizations. Responsible for overseeing the endorsing process (info sessions, interview process, collecting paperwork, etc.) and for answering procedural questions from Endorsing Organizations and candidates. Redirects correspondence to a more appropriate officer or the Chair when necessary.

Reports to: Vice-Chair for Candidates

**Referendum and Documentation Liaison:** Board member contact point for sponsors of referenda. Responsible for overseeing the referendum submission and placement process (suggesting clarification, communicating General Counsel feedback, creating petition packets, collecting paperwork, writing help text, etc.). Redirects correspondence to a more appropriate officer or the Chair when necessary. Also responsible for collecting and managing petition signatures. Works with the Director of Technology to convert signatures to the online system. Assists the Vice-Chair for Candidates with managing candidate experience.

Reports to: Vice-Chair for Candidates

**Director of School Councils and Outreach:** Board member contact point for the schools (and organizations) whose elections are run by UBE. Responsible for communicating with their presidents to gather electable offices, position descriptions, and voter data. Helps provide their school with strategies for recruiting candidates, educating students, and making their elections more competitive. Responsible for tailoring and disseminating marketing materials to their specific school.

Reports to: Vice-Chair for Marketing and Outreach

**Organizations Coordinator:** Responsible for working with other officers, committees, and/or organizations (such as The Cavalier Daily) to coordinate events throughout the elections process, such as info sessions, results announcements, candidate debates, etc. Responsible for disseminating marketing materials among organizations and recruiting organizations to endorse candidates.

Reports to: Vice-Chair for Marketing and Outreach

**Director of Research and Investigation:** Responsible for analyzing past voter trends and finding opportunities for the Board to engage with candidates. Creates a profile of the demographics of both our previous voters and previous candidates in order to determine how we can improve the inclusivity of our process. In addition, leads all investigations into election misconduct, and supports the Vice-Chair for Rules and Administration with the resolution and adjudication of election conflicts.

Reports to: Vice-Chair for Rules and Administration

**Director of Technology:** Manages and updates the UBE website (updates information, listservs, calendars, elections information and archive files). Corresponds about potential technology projects with the Director of Research and Investigation, Vice-Chair for Marketing, and Vice-Chair for Rules and Administration.

Reports to: Vice-Chair for Rules and Administration