

## **University Board of Elections**

### *List of Available Positions*

**Overview:** Each member of Board will take on the responsibility of one of the following positions. Depending on the position, the time commitment will vary but ideally one will spend half of the time fulfilling their designated position responsibilities and the other half helping with other general tasks and group needs for the Board.

#### **Member Positions:**

**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 BigPulse election system manager.

**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.

**Vice-Chair for Rules and Disputes:** 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.

**Director of Marketing, Publicity 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.

**Director of 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. The Finance Officer does not make spending decisions without consulting the rest of the Board. Manages the Campaign Grant Program. Keeps minutes of the Board's meetings.

**Director of Technology:** Manages and updates the UBE website (updates information, listservs, calendars, elections information and archive files). Corresponds about potential technology projects.

**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.

**Referendum 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.

**School Liaison:** 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 the schools with strategies for recruiting candidates, educating students, and making their elections more competitive.

**Events 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.



