

**Chief Returning Officer (CRO)**

1. Job Description:  
Responsible for all aspects of the operation of the UPEI SU Elections and Referenda.  
Supervisor: President
2. Job Specifications
  - A. Excellent organizational skills;
  - B. Work well without direct supervision;
  - C. Highly motivated, and;
  - D. Responsible.
3. Job Duties
  - A. Complete operation of the UPEI SU Elections, By-Elections, and Referendum;
  - B. Advertise positions available, nomination period, and chair the candidates meeting;
  - C. Preparation of web vote;
  - D. Preparation of polling station, ensuring that they are properly policed, and all poll staff are adequately trained;
  - E. Supervise ballot counting;
  - F. Post all election and referendum results, and;
  - G. Have a working knowledge of the UPEI SU Election and Referenda By-Law.