



Student Association of George Brown College Employment Opportunity

Job Title: Chief Returning Officer (CRO)

Reports to: General Manager & Elections Committee

Department/ Program: Elections

Job Type: Part-time, Seasonal Contract (Sept 17th, 2026, to December 17, 2026) at 24 hours per week and (Feb 1, 2027, to April 19th, 2027)

Location of Work: On campus- All locations affiliated to George Brown Polytechnic & Student Association Offices

Will Train Applicant(s): Yes

Travel Required: Yes- No Parking

Rate of Pay: \$27.28 per hour

Start & End Date: as soon as possible

Number of Vacancies: 1

Posting Expires: July 30, 2026, 11:55PM

How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to hirings@sagbc.ca Subject Line: <your name>: CRO Application
 2. Complete the following Sparkhire link: <https://hire.li/riiDi1eX60sdo3SYDg9Df>
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About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic students. The Student Association focuses on representation, advocacy, delivery of services, and the operation of businesses to support its overall mandate.

Job Overview:

The Chief Returning Officer (CRO) is the independent and impartial officer responsible for overseeing all aspects of elections for the Student Association of George Brown Polytechnic. Appointed by the Board of Directors, the CRO is entrusted with the administration, enforcement, and validation of all Student Association electoral processes in accordance with By-law 12 and applicable policies. The CRO ensures fair and transparent elections, administers the nomination and campaign period, oversees voting and validation of results, and provides authoritative interpretations of election rules.

The CRO is responsible for managing all election staff, ensuring compliance with timelines, investigating potential violations, issuing binding rulings, and maintaining the overall integrity of the electoral process.

Duties and Responsibilities (will include but not limited to):

1. Overall Election Administration

- Administer and oversee all elections, by-elections, and referenda as per SAGBC By-laws.
- Prepare and issue the official election timeline and notices, including nomination periods, campaigning, and voting days.
- Draft and enforce the Elections Plan and associated documentation, including candidate packages, forms, and procedures.
- Supervise and coordinate with the Deputy Returning Officers and polling staff.
- Work with appropriate Student Association Staff on logistics of the election, marketing campaigns, and other important items.



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2. Candidate Management and Eligibility

- Administer the nomination process, including verifying candidate eligibility
- Provide candidates with the Board Roles and Responsibilities session
- Conduct the All-Candidates Meeting and ensure all required declarations and forms are submitted.
- Respond to inquiries regarding eligibility and ensure disqualified or ineligible candidates are not placed on the ballot.

3. Campaign Oversight and Compliance

- Approve all campaign materials in advance and ensure compliance with spending limits, donation rules, and use of resources.
- Enforce campaign restrictions, including rules on prohibited locations, timing, and the use of Association resources.
- Monitor campaign conduct, investigate potential rule violations, and issue binding decisions, including disciplinary measures up to disqualification.
- Ensure no campaigning occurs prior to the nomination period as per the By-laws.

4. Polling and Voting

- Oversee the setup and operation of all polling stations and/or electronic voting platforms.
- Recruit, train, and supervise poll clerks and DROs to ensure professional conduct and adherence to procedures.
- Ensure ballots are secure and polling logistics comply with fairness and accessibility standards.
- Authorize the finalization of polling and validation of vote counts.

5. Results, Validation, and Reporting

- Validate all election results, ensuring the counting process complies with established procedures.
- Issue official election results and declarations after validation.
- Handle recount requests and refer unresolved recounts to the appropriate appeal mechanism.
- Prepare a formal report on the conduct of the election, including voter turnout, complaints addressed, and recommendations for future elections.

6. Complaints, Rulings, and Enforcement

- Receive and adjudicate complaints about campaign violations in accordance.
- Lay charges for any breaches of election rules and issue written rulings with reasons.
- Apply penalties, including warnings, deductions, disqualification, or nullification of candidacy, as appropriate.
- Publish findings and decisions where required.

7. Governance and Integrity

- Maintain strict neutrality and independence from all candidates and campaigns.
- Ensure full compliance with SAGBC By-laws and all related election policies and procedures.
- Consult with the Elections Committee as necessary and provide advice to the Board regarding election processes.
- Ensure all forms, records, and communications are stored and submitted appropriately following the election.



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Required Skills and Experience Qualifications:

- A post-secondary degree, diploma, or equivalent in Public Administration, Political Science, Law, or related field.
- 3–5 years of demonstrated experience in election administration, adjudication, or a comparable regulatory role.
- Strong understanding of the Student Association's By-laws, Non-Profit Organizations, and or Student Governance frameworks.
- Experience managing staff and volunteers in a fast-paced, multi-site environment.
- Exceptional written and verbal communication skills, including ability to draft clear rulings and formal notices.
- Excellent organizational skills and attention to detail.
- Proven ability to make fair, independent, and evidence-based decisions.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with online voting systems.
- Ability to maintain confidentiality, impartiality, and professionalism at all times.
- Availability to work evenings, weekends, and variable hours during the election period.
- A clear criminal record check is required before commencing duties.

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted. Interviews will take place during the time of posting until the position is filled.

Student Association Vision: Students are empowered to influence a just world.

Mission Statement: We are committed to supporting each other and the students of George Brown in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity: The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.