

Chair, Nominations and Elections - Position Description

Officer: Chair, Nominations & Elections is an Officer of CUASA [Article VI (1) *CUASA* Constitution]
Term: two years effective July 1 [Article VI (2) *CUASA* Constitution]
Election: by Council [Article VII (8) *CUASA* Constitution]

Responsibilities:

1. Voting Member of the *CUASA* Steering Committee
2. *Ex officio* voting member of *CUASA* Council [Article VI (4) *CUASA* Constitution]
3. Chair of Nominations and Elections Committee [Article VII (1) *CUASA* Constitution]

1. *CUASA* Steering Committee
 - may move or second motions
 - provides oral or written reports
2. *Ex officio* voting member of *CUASA* Council
 - may move or second motions
 - provides oral or written reports
3. Committee
 - Chair of Nominations and Elections Committee
 - Committee responsibilities:
 - Managing the process for elections to vacant positions on *CUASA* bodies, for *CUASA* representatives to University committees and for elected delegates to any organization to which *CUASA* is affiliated
 - Ensuring that *CUASA* members are aware of elections in which they are eligible to participate and of the duties of the vacant positions; and,
 - In the absence of volunteers, encouraging *CUASA* members to stand as candidates for elected offices.