



**University of Maine Student Government, Inc. Job Description**  
**Fair Election Practices Commission Chair**

<b>Position:</b> Fair Election Practices Commission Chair	<b>Term of Employment:</b> One Year
<b>Last Revision Date:</b> February 20, 2024	<b>Employee Type:</b> At will
<b>Supervisor:</b> Vice President for Financial Affairs (VPFA)	<b>Department/Division:</b> Fair Election Practices Commission
<b>Base Pay Rate:</b> \$2,175.00 per academic year. (\$150 bi-weekly/5 hours per week/\$15 per hour)	<b>Required Academic Semester Office Hours:</b> To average 3 office hours per week/2 out of office hours

**Required Job Tasks**

1. Shall conduct the elections of any Student Government executive officers, the General Student Senators, or Rep Boards and Community Associations as needed. Shall conduct the elections of any other recognized Student Government organization that requests assistance. Must put any and all referendum questions before the undergraduate student activity fee paying student body.
2. Serve as Chair of the FEPC commission and adhere to the policies set out in the FEPC Guidelines.
3. To ensure that elections are fair, honest, and democratic.
4. To receive complaints of alleged election rule violations, investigate, and conduct hearings, and report election rule violations to the GSS.
5. To print and tally ballots according to the FEPC Guidelines.
6. To fairly apportion Student Government voting districts; a process which shall be completed according to the by-laws of the GSS.
7. To coordinate with the Executive Administrative Assistant (EAA) of UMSG, Inc. to create a permanent file of election results for future reference to be stored in the Offices of UMSG, Inc.
8. Periodically recommend changes to the FEPC Guidelines to the GSS.
9. Shall perform any other duties as required by the FEPC guidelines, the Vice President for Financial Affairs, or the GSS.