

**TERMS OF REFERENCE**

- TITLE:** **PROVINCIAL RETURNING OFFICER**
- STATUS:** SUN member appointed by SUN Board of Directors
- PURPOSE:** To ensure any strike, ratification or referendum vote is conducted in accordance with approved SUN constitutional and legislative procedures, and in accordance with the approved essential services, ratification and other voting procedures.
- COMPOSITION:** The SUN member appointed by the Board of Directors shall be a member of the Provincial Strike Steering Committee, but only called upon when dealing with matters of strike vote, ratification vote, or referendum vote.
- MEETINGS:** Shall attend Provincial Strike Steering Committee meetings as directed by SUN Board of Directors.
- Shall work to fulfill vote requirements for the SUN-SAHO bargaining table. The appointed term shall be until the current SUN-SAHO collective agreement has been ratified.
- Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.
- AUTHORITY:** To act in accordance with SUN Constitution, Bylaws and Policies, under the direction of SUN Board of Directors.

## **DUTIES AND RESPONSIBILITIES:**

- Acts as a resource and organizes votes in coordination with office staff and/or Executive Director and/or designate.
- Reports to the Board of Directors.
- Is responsible to the Provincial Essential Services/Strike Coordinator (First Vice-President)
- Organize voting in coordination with the Provincial Essential Services/Strike Coordinator (First Vice-President).
- Is responsible for ensuring that the vote is conducted in accordance with the approved SUN procedures and legislative requirements.
- Oversees the creation of a master list of LROs including names, addresses and telephone numbers, and email addresses.
- Assists and directs Local Returning Officers in their role.
- Ensures that a list of Polls and Advance Polls for each vote is composed.
- Provides SUN President and Provincial Essential Services/Strike Coordinator (First Vice-President) with the results of the ratification and strike votes.

## **FUNDING:**

Shall be reimbursed as per SUN policies for time worked and for attendance at Provincial Strike Steering Committee meetings.

Shall be supplied and/or reimbursed for costs of communication and IT requirements during their appointed term.

Shall be funded to Bargaining Conference and any Annual Meeting(s) required to attend.