CHAMPAGNE AND AISHIHIK FIRST NATIONS

EXPRESSION OF INTEREST

The Champagne and Aishihik First Nations Election Board is seeking interest from individuals for the position of

CHIEF RETURNING OFFICER (CRO)

The CRO is responsible for conducting elections in accordance with the *Champagne and Aishihik First Nations Election Rules and Regulations.*

Deadline for submissions is **October 26, 2026 at 12:00 pm (noon)**

CRO Job Duties:

- Manage the process for the election
- Enforce fairness, impartiality and compliance with the *CAFN Election Rules and Regulations*
- Confirm the nominations of the candidates
- Oversee the day to day administration and supervision of the election in a fair and impartial manner
- Be available to Citizens to answer any questions or respond to concerns
- Supervise and provide instruction to other election officials as required
- Prepare and distribute all forms, ballots and other election materials
- Conduct the election using electronic voting
- Announce the official results of the election
- Prepare a report containing statistical data and recommendations after the election
- Administrative support for the Election Board
- Fulfill other responsibilities as required in the *CAFN Election Rules and Regulations,* as directed by the Election Board.

Essential Skills:

- Computer skills; comfortable running an electronic voting program
- Strong organizational, communication and facilitation skills

Please indicate in your resume any experience with managing elections.

All inquiries and submissions may be sent by email to:

CAFN Election Board
Attention: Tosh Southwick, Chair
Email: toshsouthwick@hotmail.com