

## Voting Officer (VO) - General Voting

Voting Officers (VOs) at general voting opportunities are responsible for administering voting at an assigned voting station, issuing ballots to voters, accounting for and securing all voting materials, and conducting initial count at the end of General Voting Day. There is one VO and one Voting Clerk (VC) per voting station.

### Duties include:

- setting up the voting station
- administering solemn declarations
- checking voter identification
- announcing each voter's name and their voter number
- issuing ballots and instructing voters on how to mark and fold ballots
- receiving marked ballots from voters
- serving all voters in a friendly and efficient manner
- accounting for ballots and certification envelopes at initial count
- considering ballots and counting votes after the close of voting at initial count
- completing initial count reconciliation forms
- reporting results at the close of voting
- returning materials to the District Electoral Officer at the district electoral office

### Relationship to other election official roles

- The VO will receive guidance and direction from the Supervisory Voting Officer (SVO) assigned to the voting place. If there is no SVO, the VO may take on additional duties.
- The VO and the VC work as a team to take responsibility for the voting station.
- The VO is accountable to the District and Deputy District Electoral Officers.

### Special working conditions

- VOs may work a 15 hour day. VOs must be prepared to arrive early to set up the voting station, administer voting for at least 12 hours, and then conduct the initial count of ballots at the close of voting.
- VOs must bring their own non-perishable meals and beverages. VOs may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As VOs sit for long periods, they should dress comfortably but neatly and may wish to bring a cushion.

### Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal communication skills to welcome and provide instructions to voters
- willingness to take responsibility for the ballot box and voting material
- good interpersonal skills to provide customer service and treat voters with respect
- basic numeracy and analytical skills
- good attention to detail

**Compensation rates:**

- General voting: \$305 per day

Fees shown are total payable for attendance at voting and ballot-counting. Fees include travel time and expenses for collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- Training allowance: \$15 for online training, \$45 for classroom training — includes first 64 kms of travel (round-trip) to attend the classroom training session

## Voting Officer (VO) - Advance/Absentee Voting

Voting Officers (VOs) at an advance and/or absentee voting opportunity are responsible for administering voting at an assigned voting station, using voting technology, issuing ballots to voters, accounting for and securing all voting materials, and conducting initial count at the end of General Voting Day. There is one VO and one Voting Clerk (VC) per voting station.

### Duties include:

- setting up the voting station and voting technology
- administering solemn declarations
- checking voter identification
- announcing each voter's name
- registering and updating voter information using voting technology
- issuing ballots and instructing voters on how to mark and fold ballots
- receiving marked ballots from voters
- serving all voters in a friendly and efficient manner
- accounting for ballots and certification envelopes
- considering ballots and counting votes after the close of voting on General Voting Day
- completing initial count reconciliation forms
- reporting results at the close of voting
- returning materials to the District Electoral Officer at the district electoral office

### Relationship to other election official roles

- The VO will receive guidance and direction from the Supervisory Voting Officer (SVO) assigned to the voting place. If there is no SVO, the VO may take on additional duties.
- The VO and the VC work as a team to take responsibility for the voting station.
- The VO is accountable to the District and Deputy District Electoral Officers.

### Special working conditions

- VOs may work a 14 hour day. VOs must be prepared to arrive early to set up the voting station, and administer voting for at least 12 hours.
- VOs who administer voting at an advance voting opportunity may be required to work for one day or multiple days of voting, and must attend the initial count of votes on General Voting Day.
- VOs must bring their own non-perishable meals and beverages. VOs may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As VOs sit for long periods, they should dress comfortably but neatly, and may wish to bring a cushion.

### Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to use a computer and other voting technology to complete duties
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal communication skills to welcome and provide instructions to voters
- willingness to take responsibility for the ballot box and voting material and equipment
- good interpersonal skills to provide customer service and treat voters with respect
- basic numeracy and analytical skills
- good attention to detail
- physical dexterity to search information using computer equipment (keyboard, mouse)

**Compensation rates:**

- Advance voting: \$305 per day — includes attendance at initial count on General Voting Day
- Absentee voting: \$305 per day

Fees shown are total payable for attendance at voting and ballot-counting. Fees include travel time and expenses for collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- Training allowance: \$15 for online training, \$45 for classroom training — includes first 64 kms of travel (round-trip) to attend the classroom training session

## Voting Officer (VO) – Special Voting

Voting Officers (VOs) at special voting opportunities are responsible for administering voting as part of a mobile team, using voting technology, visiting site-based voting areas (SVAs) and other locations such as remote communities, correctional facilities, acute-care hospitals or work camps. VOs issue ballots to voters, account for and secure all voting materials, and conduct initial count at the end of General Voting Day. There is one VO and one Voting Clerk (VC) per mobile voting team.

### Duties include:

- traveling to and transporting voting materials to and from voting locations
- setting up a fixed voting station and voting technology, or moving from voter to voter within the location
- administering solemn declarations
- checking voter identification
- announcing each voter's name (and for SVAs, their voter number)
- completing any required certification envelopes and any necessary voter registrations and updates
- issuing ballots and instructing voters on how to mark and fold ballots
- receiving marked ballots from voters
- serving all voters in a friendly and efficient manner
- accounting for ballots and certification envelopes at initial count
- considering ballots and counting votes at initial count
- completing initial count reconciliation forms
- reporting results at the close of voting
- returning materials to the District Electoral Officer at the district electoral office

### Relationship to other election official roles

- VO will receive guidance and direction from, and is accountable to the District Electoral Officer and Deputy District Electoral Officer.
- The VO and the Voting Clerk (VC) work as a team to take responsibility for voting administration.

### Special working conditions

- Hours of work are long. VOs must be prepared to work a 12-hour day, or multiple shorter days to accomplish their tasks.
- VOs will be required to travel from location to location to administer special voting as part of a mobile team. VOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- VOs must bring their own non-perishable food and beverages. VOs may not be able to take meal breaks during the day.

### Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal communication skills to welcome and provide instructions to voters
- willingness to take responsibility for the ballot box and voting material
- good interpersonal skills to provide customer service and treat voters with respect
- basic numeracy and analytical skills
- good attention to detail
- previous experience working at a SVA is an asset

**Compensation rates:**

- Special voting (site-based/mobile voting): \$305 per day (Based on a 12-hour day; may be pro-rated, depending on hours worked)

Fees shown are total payable for attendance at voting and ballot-counting. Fees include travel time and expenses for collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- Training allowance: \$15 for online training, \$45 for classroom training — includes first 64 kms of travel (round-trip) to attend the classroom training session

## Voting Clerk (VC)

Voting Clerks (VCs) are responsible for supporting the administration of general, advance, absentee and special voting opportunities. VCs complete and maintain the voting book and other documents, account for and secure all voting materials, and participate in initial count at the end of General Voting Day. There is one VC and one Voting Officer (VO) per voting station or mobile team.

### Duties include:

- setting up for voting at a voting station and voting technology (fixed or mobile)
- administering solemn declarations
- ensuring the voting book is appropriately marked and signed by voters
- registering and updating voter information (at certain voting opportunities)
- sorting advance voting certificates and “Where to Vote” cards and filing them in the document envelope
- serving all voters in a friendly and efficient manner
- keeping a record of the votes as they are counted by the Voting Officer (VO)
- returning voting materials to the district electoral office

### Relationship to other election official roles

- The VC assists, receives guidance and takes direction from the VO assigned to the voting station and the Supervisory Voting Officer (if one is assigned to the voting place).
- The VC and the VO work as a team.

### Special working conditions

- VCs may work a 14 hour day. VCs must be prepared to arrive early to set up the voting station, administer voting for at least 12 hours, and conduct the initial count of ballots at the close of voting.
- VCs who administer special voting at a site-based voting area (SVA), or mobile voting opportunity, may be required to travel from location to location. Individuals may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- VCs who administer voting at an advance voting opportunity may be required to work for either one day or multiple days of voting and attend the initial count of votes on General Voting Day.
- VCs must bring their own non-perishable meals and beverages. VCs may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As VCs sit for long periods, they should dress comfortably but neatly, and may wish to bring a cushion.

### Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal and written communication skills to welcome voters and to record information in the voting book
- willingness to take responsibility for the voting book, voting materials, and equipment
- legible, neat handwriting
- basic numeracy and analytical skills
- good attention to detail

**Compensation rates:**

- Advance voting: \$305 per day — includes attendance at initial count on General Voting Day
- General voting (includes absentee): \$305 per day
- Special voting (site-based/mobile voting): \$305 per day (Based on a 12-hour day; may be pro-rated, depending on hours worked)

Fees shown are total payable for attendance at voting and ballot-counting. Fees include travel time and expenses for collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- Training allowance: \$15 for online training, \$45 for classroom training — includes first 64 kms of travel (round-trip) to attend the classroom training session



## Information Officer (IO)

Information Officers (IOs) are responsible for greeting voters, sign placement and efficient direction of people and vehicles at the voting location, and providing information assistance to all voters, especially those with special needs. The IO is the first election official that voters come into contact with when they arrive to vote. Every voter encounters an IO who guides them to the correct voting station or answers their questions. IOs support the Supervisory Voting Officer (SVO) in identifying issues, assisting voters with special needs, and ensuring signage is adequate and visible during the entire voting period.

### Duties include:

- setting up the voting place and putting up signs
- determining whether a voter is at their assigned voting place or needs to vote under absentee voting provisions
- providing information to voters about voting and identification requirements
- establishing if a voter needs to register or update their voter record
- directing voters to the appropriate voting station
- respectfully assisting voters with accessibility issues and alerting the appropriate election official to assist
- ensuring no voter wears any political button or badge or carries any political material into the voting place
- ensuring the voting place is clearly identified with signs
- directing parking, if required
- answering questions and serving voters in a friendly and efficient manner
- trouble-shooting voting technology hardware issues

### Relationship to other election official roles

- The IO works closely with and receives guidance and direction from the SVO.

### Special working conditions:

- Hours of work are long. IOs must be prepared to work a 14 hour day, and for multiple days if working at an advance voting opportunity.
- As the IO may be required to direct traffic in the parking lot or may be located at the entrance to the voting place, individuals working in this role should bring an umbrella, weather-resistant outerwear, and/or sunscreen.
- As this role requires long periods of standing, IOs should wear comfortable, weather-resistant footwear.
- IOs must bring their own non-perishable meals and beverages. IOs may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- The IO's work ends when the voting place closes and the SVO releases the IO, which may be after initial count is complete.

### Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- knowledge of the local electoral district and its geography
- basic ability to locate residential addresses using maps and other materials provided by Elections BC
- patience when interacting with a variety of people during a long day
- physical ability to stand all day and to work outside if required
- ability to identify and anticipate problems
- excellent interpersonal skills and comfort in working with people
- experience assisting individuals with special needs is an asset
- ability to follow directions

**Compensation rates:**

- Advance voting: \$265 per day
- General voting: \$265 per day

Fees shown are total payable for attendance at voting. Fees include travel time and expenses for collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- Training allowance: \$15 for online training, \$45 for classroom training — includes first 64 kms of travel (round-trip) to attend a classroom training session

## Supervisory Voting Officer (SVO)

Supervisory Voting Officers (SVOs) are responsible for overseeing a voting place or group of voting places and supervising staff at the voting place(s). The SVO is responsible for ensuring that voting procedures are followed correctly, that voting places are safe and accessible, and that data and results are reported for each voting station to the district electoral office. This role is responsible for problem solving and managing issues related to voters, media, candidate representatives (scrutineers), and election officials in their assigned location(s).

### Duties include:

- contacting election officials in advance of voting day(s) to remind them to attend work each day
- visiting the voting place in advance of voting day(s) to arrange for site access
- overseeing set-up of the voting place(s), including set-up of voting technology
- guiding the work of election officials and ensuring that all officials have completed their assigned duties accurately
- maintaining contact with the district electoral office to advise of issues
- managing the media and voters' issues
- in small voting places, may have responsibility for handling absentee voting with help from a Voting Clerk
- if supervising advance voting, ensuring that voters' data is uploaded daily at/to the district electoral office
- if supervising advance voting, ensuring that ballot boxes and voting equipment and materials are stored securely at the close of advance voting each day and between the end of advance voting and initial count
- handling and completing paperwork and forwarding it to the district electoral office
- trouble-shooting voting technology in the voting place
- supervising initial count and reporting election night results to the district electoral office on General Voting Day
- ensuring voting materials are packaged appropriately and returned to the district electoral office
- instructing election officials on special circumstances, such as vouching and solemn declaration procedures, and ensuring they have completed forms accurately

### Relationship to other election official roles

- The SVO is the supervisor of an assigned voting place(s) and is responsible for guiding the activities of all other election officials in the voting place(s).
- The SVO receives guidance and direction and reports issues to the District or Deputy District Electoral Officer.

### Special working conditions

- If working at an advance voting opportunity, SVOs may be required to securely store ballot boxes, voting equipment and materials at the end of each day of voting.
- SVOs may work up to 16 hours a day. SVOs must bring their own non-perishable meals and beverages. SVOs may not be able to leave their voting place(s) for meal breaks and no cooking or refrigeration facilities will be supplied.
- Some SVOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- SVOs must have use of a cell phone to perform their duties. Long distance charges will be reimbursed in accordance with Elections BC policy, with a receipt.
- SVOs in rural areas may be required to have an Internet connection to upload voting data to the district electoral office.

## **Experience and skills required:**

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills; fluency in a second language may be beneficial
- patience when interacting with a variety of people during a long day
- supervisory and leadership skills and experience to provide guidance and direction at the voting place
- good ability to use and comfort with voting technology
- organizational skills and experience
- knowledge of the local electoral district and its geography
- ability to oversee, evaluate and anticipate problems
- tact and diplomacy in interactions with voters, candidate representatives (scrutineers), candidates and the media. SVOs must possess excellent interpersonal skills to provide voters and election officials with clear direction and assistance
- previous electoral event experience would be a distinct advantage
- basic numeracy and analytical skills
- good attention to detail

## **Compensation rates:**

- Advance voting: \$410 per day
- Initial count: \$55, if required to attend initial count on General Voting Day, to supervise the count of advance voting day(s) ballots.
- General voting: \$450 per day

Fees shown are total payable for site visits, contacting officials, attendance at voting and ballot-counting. Fees include travel time and expenses for voting place site visits, collecting and/or delivering election material, up to 64 kms round-trip, to the district electoral office, as required.

- SVOs working at advance voting receive a one-time fee of \$30 for the use of their personal cell phone in the performance of their duties (for the full advance voting period).
- SVOs working at general voting receive a one-time fee of \$30 for the use of their personal cell phone in the performance of their duties.
- Training allowance: \$15 for online training, \$45 for classroom training session (may attend training sessions for other roles being supervised) — includes first 64 kms of travel (round-trip) to attend a classroom training session.

Fees may be paid to SVOs to upload voting data, as required by the District Electoral Officer, per the Tariff of Fees for District Electoral Officers (500a).

## Counting Support (CS)

Individuals who work as Counting Support (CS) are responsible for assisting the Supervisory Voting Officer or Voting Officer with conducting initial count after the voting place closes on General Voting Day. Their key duty is to sort ballots and ensure the ballots are ready for counting.

Duties are varied and will depend on the assistance required as determined by the Supervisory Voting Officer or Voting Officer.

### Special working conditions

- Counting Support work during initial count only. The work will end when the Supervisory Voting Officer or Voting Officer releases the CS.

### Experience and skills required:

- ability to use checklists and materials provided by Elections BC
- previous experience as an election official or voter registration official is an asset
- ability to sort and count ballots accurately and quickly

### Compensation rates:

- General voting: \$40 per day, starts at 8 p.m., and may need to arrive early.
- Information Officers who work on General Voting Day and stay to assist with initial count as Counting Support are paid \$295 per day.