

# **THE ELECTION TEAM**

## **Managing Deputy Returning Officer (MDRO)**

Managing Deputy Returning Officers is appointed for each voting location. The Managing Deputy Returning Officer is responsible for the pickup and delivery of election materials (i.e. signs, voting booths, additional forms, office supplies) to the Voting Place; supervision and control of all Voting Place activities; supervision of all Voting Place staff; issuing bundles of ballots to Deputy Returning Officers throughout the day as required; ensuring prompt calling in of the unofficial results to Election Headquarters; and returning all election materials to Election Headquarters including all ballot boxes and completed forms.

## **Deputy Returning Officer (DRO)**

The Deputy Returning Officer is responsible for the pick up and delivery of ballots and voting kits; processing electors; initialing and issuing ballots to electors; instructing electors on voting procedure, assisting electors as required (i.e. Proxies, Oaths); reconciling the ballot count after the close of voting; reporting results to the Managing Deputy Returning Officer; ensuring prompt return of ballot boxes and completed forms to the Managing DRO; and assisting the Managing Deputy Returning Officer with opening and closing the Voting Place.

## **Poll Clerk (PC)**

The Poll Clerk is responsible for verifying required identification provided by electors; locating and crossing-off electors' names on the Voters' List; maintaining a list of voters who have voted; revising the Voters' List and maintaining a list of revisions; removing all election signage at the end of the day; assisting the DRO with the return of all election supplies; and assisting with other duties as directed by the DRO.

## **Revision Clerk (RC)**

The Revision Clerk is responsible for processing amendments to the Voters' List by confirming identification requirements; instructing and assisting with the completion of required forms; making amendments to the Voters' List; directing voters to the correct ballot issuing DRO; assisting with the set up and closing of the Voting Place; and assisting the Managing Deputy Returning Officer with other duties as required.

## **Election Assistant (EA)**

The Election Assistant is responsible for assisting with the set-up and closing of the voting location; greeting and directing electors; ensuring electors have their Voter Notification Card and a piece of I.D; and will assist electors if they are at the wrong voting place. The Election Assistant will also ensure tables, pens, chairs etc. are wiped down and sanitized frequently throughout the day.