

Responsibilities of the Presiding Officer Role

To maintain the secrecy and security of the ballot and to be the face of an efficient and democratic election process.

Duties

- Liaise with the caretaker or keyholder with regards to the opening and closing of the building.
- Liaise with your Poll Clerk with regards to travel arrangements, arrival at the polling station and closing the polling station.
- Remain at the polling station for the entire hours of poll and ensure that the polling station is opened and closed on time.
- Organise the lay out of the polling station taking voter needs in to account.
- Instruct and supervise the work of your Poll Clerk.
- Be polite and professional in dealing with voters, candidates and agents, maintaining high standard of customer service.
- Act impartially at all times and maintain order in the polling station.
- Be responsible for all the ballot papers, paperwork and ballot box(s) for your polling station. This will involve collecting and transporting to the polling station heavy materials such as ballot papers and ballot boxes.
- Ensure the requirements for secrecy and security are observed, as per instructions.
- Provide assistance to voters where appropriate.
- Ensure the proper procedure for voting is followed such as providing assistance to voters who cannot read the ballot paper, providing assistance to people unable to vote unaided and voters assisted by a companion.
- Deal with special procedures for voting.
- Mark the Corresponding Numbers List as appropriate.
- Issue ballot papers to voters.
- Receive postal vote envelopes.
- Deal with candidates, agents and tellers and ensure they do not interfere with the voting process.
- Keep the polling station neat and tidy and ensure that all signs and notices are clearly visible and remain in place.
- Be responsible for Health and Safety at the station for yourself and others.