

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

Job Title: Presiding Officer

Responsible to: (Acting/Deputy/Local) Returning Officer

Job Objective: To ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

#### **Main Duties & Responsibilities:**

1. To comply with any instructions from the (Acting/Deputy/Local) Returning Officer.

#### **Before Polling Day**

2. To attend training sessions and undertake online training as required by the (Acting/Deputy/Local) Returning Officer.
3. To liaise with the contact person for your designated polling station to confirm arrangements for key collection/opening and closing the building.
4. To visit the polling station to ensure polling day arrangements are in place.
5. In a multiple polling station, to make contact with other Presiding Officer(s).
6. To make contact with your Poll Clerk(s) to check their understanding of their role and confirm arrangements for polling day.
7. To collect the ballot box and contents and keep secure.

#### **On Polling Day**

8. To transport ballot box and contents to polling station.
9. To take charge of the polling station.
10. To set up the polling booths.
11. To organise the layout of the polling station taking all voter needs into account.
12. To be aware of access issues at the polling station.
13. To take responsibility for health and safety at the polling station for all staff and visitors.
14. To ensure that the polling station is opened on time.
15. To ensure that all signs and instructions are clear, visible and remain in place.
16. To keep the polling station neat and tidy.
17. To instruct and supervise the work of the Poll Clerk(s).
18. To account for, and be responsible for, all ballot papers, issued and un-issued.

19. To mark electors' electoral numbers on the corresponding numbers lists.
20. To issue ballot papers to voters.
21. To ensure that voters cast their votes in secret and put them into the (correct) ballot box.
22. To provide assistance to voters where appropriate and complete the relevant paper work.
23. To receive postal votes delivered by hand.
24. To manage the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process.
25. To be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
26. To monitor the activities of tellers outside polling places.
27. To ensure that all electors are treated impartially and with respect.
28. To maintain the secrecy of the ballot.

#### Close of Poll

29. To ensure the polling station is closed at 10.00pm.
30. To ensure that ballot papers are issued promptly to any voters waiting in a queue at the polling station at 10.00pm.
31. To supervise the dismantling of the polling station and ensure the building is returned to good order.
32. To complete the ballot paper account and associated paperwork and pack up documents in accordance with instructions given by the (Acting/Deputy/Local) Returning Officer.
33. To deliver the ballot box(es) and associated paperwork to the drop-off points in accordance with the Close of Poll Instructions issued by the (Acting/Deputy/Local) Returning Officer.