



Job Description

Position title:	Polling Officer
Reports to:	Chief Returning Officer
Supervises:	None
Employee status:	Hourly, Part-time
Length of term:	February 4 – March 15
Hours per week:	2 from hire to Election, 10-20 during election, 2 post-Election
Compensation:	Tier 1
Date revised:	January 2019

Position Purpose

AMS Elections is seeking motivated, excited students to maintain voting stations on campus throughout the election period, providing visibility and accessibility to students with the goal of encouraging students to vote. Polling Officers will be responsible for managing voting stations at various sites around UBC, enforcing campaign regulations surrounding voting stations, and reporting any irregularities. Polling Officers will also sit in on all meetings of the AMS Elections Committee and provide input on the Elections process. Polling Officers are required to be impartial.

Duties and Responsibilities

- Attend all meetings of the AMS Elections Committee, include All-Candidates Meetings and other duties as required in the lead-up to the election
- Manage voting stations
- Recognize and mediate voting irregularities
- Enforce campaign regulations at all times
- Safeguard electoral equipment
- Engage and draw potential voters
- Open and close voting stations
- Communicate technical difficulties
- Potential to clean up candidate posters and other promotional material after end of election
- Works with the AMS mission statement and values to operate a successful department

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Cannot be a candidate in the General Election
- Cannot be a member of the AMS Council, an Associate Vice-President of the AMS, an AMS Service Coordinator, a member of an AMS Commission, or hold an executive position in any Constituency or Club of the AMS
- Cannot be holding any position to which they have been appointed by the AMS Council
- Cannot have held an AMS Executive office in the past year
- Punctual and strong communication skills
- Enthusiastic about attracting voters and increasing voter turnout
- Dedication to maintaining non-partisanship during campaign and voting period
- Prior electoral experience is not required but should have significant interest in the elections process.