

Position title:	Polling Officer
Reports to:	Elections Administrator
Status:	Volunteer, Term, Appointed
Length of term:	August 15 – October 15, 2025
Hours per week:	10-15 hours per week during the election period (AMS Fall By-Election)

Position Profile

The two **Polling Officers** serve as members of the AMS Elections Committee for the Vice President Student Life By-Election. This volunteer position is responsible for helping administer the election with fairness, impartiality, and integrity. Polling Officers participate in adjudicating complaints and violations, enforcing campaign regulations on campus, and supporting key events such as debates and information sessions. As part of the five-member Elections Committee, they play a central role in ensuring the election is conducted transparently and in accordance with the AMS Code.

Duties and Responsibilities

- Serve as a voting member of the AMS Elections Committee for the duration of the by-election
- Review and adjudicate candidate complaints and violations in accordance with the AMS Code
- Monitor and enforce campaign regulations on campus, including removal of unapproved or non-complaint materials
- Assist with organizing and running election events, such as information sessions or debates
- Promote voter awareness and participation among students
- Attend weekly committee meetings and actively contribute to discussions and rulings
- Maintain confidentiality and impartiality in all aspects of the election process
- Other duties as required

Skills and Qualifications

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Cannot be currently in a position where there may be a conflict of interest*
- Ability to attend weekly meetings, with frequent meetings during the month of September.
- Understanding of the importance of committing to impartiality and confidentiality
- Strong communication skills to effectively greet students politely
- Strong time management and organizational skills
- Ability to rapidly solve complex problems
- Enthusiasm about the electoral processes and encouraging students to vote is an asset

* Cannot be a candidate in the elections for AMS Executives, Constituencies (undergraduate societies), the Board of Governors, the Senate, the Ubysey and the Student Legal Fund Society. Cannot be a member of the AMS Council, AMS student government staff, an AMS Service Coordinator, or an executive of any Constituency. Additionally, cannot hold any position to which they have been appointed by (or in which they report to) the AMS Council, an AMS Executive, the Managing Director, an AMS Senior Manager, or anyone in the preceding list.

To Apply:

Please submit your resume.

Application deadline: 11:59pm August 4, 2025