

Information Officer

As an Information Officer you report to the Poll Supervisor (PS).

You are responsible to:

- Assist with setting up the polls.
- Ensure you are wearing your election official badge at all times.
- Ensure you are familiar with how to assist an elector with a disability
- Open the exterior doors of the voting location and greet electors on the way in and out, always confirming they have no accessibility needs
- Ask the elector if they have their Voter Notification Card with them and using that, direct the elector to the correct DRO or to the revision officer if changes are required
- When the revision officer is busy, check the Electoral Boundary Map and the Voting Place Key in order to direct electors to the appropriate Poll and/or Ward
- Remind electors that they will need to show ID before voting
- Consistently check to ensure that no campaign material is posted in the exterior/interior of the voting location, left behind the voting screen and that no one is wearing campaign buttons, hats, etc. Periodically check the parking lot to make sure no elections signs and on the property
- Ensure that the doors to the Voting Place are closed at 8:00 p.m. sharp