Voting Officers (VO) are responsible for administering voting at an assigned voting station during advance voting or general voting, issuing ballots to voters, accounting for and securing all voting materials, and conducting initial count at the end of General Voting Day.

Duties include:
- setting up the voting station
- administering solemn declarations
- checking voter identification
- issuing ballots and instructing voters on how to mark and fold ballots
- receiving marked ballots from voters
- serving all voters in a friendly and efficient manner
- considering ballots and counting votes after the close of voting
- accounting for ballots and certification envelopes
- completing initial count reconciliation forms
- reporting results at the close of voting
- returning materials to the District Electoral Officer at the district electoral office

Relationship to other election official roles
- The Voting Officer will receive guidance and direction from the Supervisory Voting Officer (SVO) assigned to the voting place. If there is no SVO, the Voting Officer may take on additional duties.
- The Voting Officer and the Voting Clerk work as a team to take responsibility for the voting station. There is one Voting Officer and one Voting Clerk per voting station.
- The Voting Officer is accountable to the District and Deputy District Electoral Officers.

Special working conditions
- Hours of work are long. Voting Officers must be prepared to work a long day and for multiple days if working at an advance voting opportunity.
- Voting Officers who administer voting at a site-based or mobile voting opportunity may be required to travel from facility to facility. Individuals may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance duties will be reimbursed.
- Voting Officers who administer voting at an advance voting opportunity may be required to work either two consecutive days (Wednesday and Thursday or Friday and Saturday) or all four days of voting.
- Voting Officers must bring their own non-perishable meals and beverages. Voting Officers may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As Voting Officers sit for long periods, they should dress neatly and comfortably and may wish to bring a cushion.

Experience and skills required:
- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- stamina and patience to interact with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal communication skills to welcome and provide instructions to voters
- willingness to take responsibility for the ballot box and voting material
- good interpersonal skills to provide customer service and treat voters with respect
- basic arithmetic and analytical skills
- good attention to detail

Compensation rates:
- Advance voting: $250 per day - includes attendance at initial count on General Voting Day
- General voting: $250 per day
- Site-based/mobile voting: $250 per day (may be pro-rated, depending on hours worked)
- Training allowance: $30

Fees include travel time and expenses for delivering ballots, up to 32km, to the district electoral office, if required.
Voting Clerk (VC)

Voting Clerks (VC) are responsible for supporting the administration of voting at an assigned voting station during advance voting or general voting, maintaining the voting book and other documents, accounting for and securing all voting materials, and participating in initial count at the end of General Voting Day.

Duties include:

- setting up the voting station
- administering solemn declarations
- ensuring the voting book is appropriately marked and signed by voters
- sorting voter registration forms and filing them in the document envelope
- serving all voters in a friendly and efficient manner
- keeping a record of the votes as they are counted by the Voting Officer
- returning voting materials to the district electoral office

Relationship to other election official roles

- The Voting Clerk receives guidance and direction from the Voting Officer assigned to the voting station and the Supervisory Voting Officer (if one is assigned to the voting place).
- The Voting Clerk and the Voting Officer work as a team. The Voting Clerk assists the Voting Officer. There is one Voting Clerk and one Voting Officer per voting station.

Special working conditions

- Hours of work are long. Voting Clerks must be prepared to work a long day and for multiple days if working at an advance voting opportunity.
- Voting Clerks who administer voting at a site-based or mobile voting opportunity may be required to travel from facility to facility. Individuals may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance duties will be reimbursed.
- Voting Clerks who administer voting at an advance voting opportunity may be required to work either two consecutive days (Wednesday and Thursday or Friday and Saturday) or all four days of voting.
- Voting Clerks must bring their own non-perishable meals and beverages. Voting Clerks may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As Voting Clerks sit for long periods, they should dress neatly and comfortably and may wish to bring a cushion.

Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- stamina and patience to interact with a variety of people during a long day
- organizational skills and experience
- ability to understand and follow directions, written instructions or checklists
- excellent verbal and written communication skills to welcome voters and to record information in the voting book
- willingness to take responsibility for the voting book and voting material
- legible, neat handwriting
- basic arithmetic and analytical skills
- good attention to detail
Compensation rates:

- Advance voting: $230 per day - includes attendance at initial count on General Voting Day
- General voting: $230 per day
- Site-based/mobile voting: $250 per day (may be pro-rated, depending on hours worked)
- Training allowance: $30

Fees include travel time and expenses for delivering ballots, up to 32km, to the district electoral office, if required.
Supervisory Voting Officer (SVO)

Supervisory Voting Officers (SVO) are responsible for overseeing a voting place or group of voting places and supervising staff at the voting place(s). The SVO is responsible for ensuring that voting procedures are followed correctly, voting places are safe and accessible, and results are reported for each voting station to the district electoral office at the end of initial count. This role is responsible for problem solving and managing issues related to voters, media, candidate representatives (scrutineers), and election officials in their assigned location(s).

Duties include:

- overseeing set-up of the voting place(s)
- ensuring that all officials have completed forms accurately
- maintaining contact with the district electoral office to advise of issues
- guiding the work of election officials
- managing the media and voters’ issues
- in small voting places, may have responsibility for handling absentee voting with help from a Voting Clerk
- if supervising advance voting, ensuring that ballot boxes and voting materials are stored securely at the close of advance voting each day and between the end of advance voting and initial count
- handling and completing paperwork and forwarding it to the district electoral office
- supervising initial count and reporting election night results to the district electoral office on General Voting Day
- ensuring voting materials are packaged appropriately and returned to the district electoral office

Relationship to other election official roles

- The Supervisory Voting Officer is the supervisor of an assigned voting place(s).
- The Supervisory Voting Officer is responsible for guiding the activities of all other election officials in the voting place(s).
- The Supervisory Voting Officer receives guidance and direction and reports issues to the District or Deputy District Electoral Officer.

Special working conditions

- Supervisory Voting Officers must bring their own non-perishable meals and beverages. Supervisory Voting Officers may not be able to leave their voting place(s) for meal breaks and no cooking or refrigeration facilities will be supplied.
- Some Supervisory Voting Officers may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance duties will be reimbursed.

Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- stamina and patience to interact with a variety of people during a long day
- supervisory skills and experience
- organizational skills and experience
- knowledge of the local electoral district and its geography
- ability to oversee, evaluate and anticipate problems
- tact and diplomacy in interactions with voters, candidate representatives (scrutineers), candidates and the media. SVOs must possess excellent interpersonal skills to provide voters and election officials with clear direction and assistance
- leadership skills to provide guidance and direction at the voting place
- previous electoral event experience
- basic arithmetic and analytical skills
- good attention to detail

**Compensation rates:**
- Advance voting: $310 per day
- General voting: $350 per day
- Training allowance: $30 per training session (may attend training sessions for other roles being supervised)

Fees include travel time and expenses for delivering ballots, up to 32km, to the district electoral office, if required.
Information Officer (IO)

Information Officers (IO) are responsible for traffic control of people and vehicles, sign placement at the voting location, and providing information assistance to all voters, especially those with disabilities. The IO is the first election official that voters come into contact with when they arrive to vote. Every voter encounters an IO who guides them, if required, to the correct voting station or answers their questions. IOs support the Supervisory Voting Officer in identifying issues, assisting voters with special needs, and ensuring signage is adequate and visible during the entire voting period.

Duties include:

- setting up the voting place and putting up signs
- providing information to voters about voting and identification requirements
- directing voters to the voter registration station if they need to register
- assisting registered voters in locating their voting stations
- respectfully assisting voters with disabilities and alerting the appropriate election official to assist
- ensuring no voter wears any political button or badge or carries any political material into the voting place
- ensuring the voting place is clearly identified with signs
- monitoring the flow of voters in and out of the voting place
- directing parking, if required

Relationship to other election official roles

- The Information Officer works closely with and receives guidance and direction from the Supervisory Voting Officer.

Special working conditions:

- Hours of work are long. Information Officers must be prepared to work a long day and for multiple days if working at an advance voting opportunity.
- As the Information Officer may be required to direct traffic in the parking lot or may be located at the entrance to the voting place, it is suggested that individuals working in this role bring an umbrella, weather-resistant outerwear, and/or sunscreen.
- As this role requires long periods of standing, it is recommended that Information Officers wear comfortable, weather-resistant footwear.
- Information Officers must bring their own non-perishable meals and beverages. Information Officers may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- The Information Officer’s work ends when the voting place closes and the Supervisory Voting Officer releases the Information Officer, which may be after initial count is complete.

Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- stamina and patience to interact with a variety of people during a long day
- physical ability to stand all day and to work outside if required
- ability to identify and anticipate problems
- excellent interpersonal skills and comfort in working with people
- experience assisting individuals with disabilities is an asset
- ability to follow directions
Compensation rates:

- Advance voting: $200 per day
- General voting: $200 per day
- Training allowance: $30

Fees include travel time and expenses for delivering ballots, up to 32km, to the district electoral office, if required.
Voter Registration Officer (VRO)

Voter Registration Officers (VRO) are responsible for voter registration and voter record updating at a voting place during general voting or advance voting. VROs who work at advance voting complete and issue advance voting certificates to voters.

Duties include:

- completing voter registration forms
- determining voter’s electoral district of residence and whether voter needs to vote under absentee voting provisions
- completing advance voting certificates (if working at advance voting)
- directing voters to the appropriate voting station

Relationship to other election official roles

- The Voter Registration Officer receives guidance and direction from the Supervisory Voting Officer.

Special working conditions

- Hours of work are long. Voting Registration Officers must be prepared to work a long day and for multiple days if working at an advance voting opportunity.
- The Voter Registration Officer’s work ends when the voting place closes and the Supervisory Voting Officer releases the Voter Registration Officer, which may be after initial count is complete.
- Voter Registration Officers must bring their own non-perishable meals and beverages. Voting Registration Officers may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- As Voting Registration Officers sit for long periods, they should dress neatly and comfortably and may wish to bring a cushion.

Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- legible, neat handwriting
- good listening skills to understand and obtain information from voters
- ability to use checklists and materials provided by Elections BC
- ability to sit and write for extended periods of time
- knowledge of the local electoral district and its geography
- patience to assist voters with paperwork necessary to update critical voter information
- stamina to interact with a variety of people during a long day
- basic arithmetic and analytical skills
- good attention to detail

Compensation rates:

- Advance voting: $200 per day
- General voting: $200 per day
- Training allowance: $30

Fees include travel time and expenses for delivering ballots, up to 32km, to the district electoral office, if required.
Enumerators are responsible for registering voters and updating voter records within a specific electoral district, area or facility as assigned by the District Registrar of Voters (DRV) or supervisor.

Duties include:

- visiting facilities and/or addresses that have been identified for enumeration
- reviewing the voters list to confirm or update voter registrations and identify new voters
- providing individuals with information on the voting process and the importance of being on the voters list
- creating new voter records or updating voter records as required
- returning supplies to the supervisor at the end of enumeration

Relationship to other election official roles

- Enumerators work in pairs at assigned locations.
- Enumerators take direction from the DRV or supervisor.

Special working conditions

- Enumerators are assigned to a location where voter registration will occur, which may be a shelter, community soup kitchen, long-term care facility or new subdivision.
- Enumerators work shifts of two to eight hours and will be required to work the days assigned for the entire shift. Work may occur on the weekend or in the evening.
- Enumerators should dress neatly, comfortably, and appropriately for the work and weather conditions.
- Enumerators must have access to an insured vehicle in good working order to perform this work. Mileage for the performance of the duties will be reimbursed.

Experience and skills required:

- ability to be a non-partisan representative of Elections BC
- basic English literacy and language skills. Fluency in a second language may be beneficial
- neat and legible handwriting
- good listening skills to understand and obtain information from voters
- ability to use checklists and materials provided by Elections BC
- ability to go door to door, bed to bed or location to location
- ability to deal patiently and respectfully with a broad range of individuals and treat voters with respect
- ability to stand for a good part of the day
- good attention to detail

Compensation rates:

- Full day: $120
- Half day: $60
- Training allowance: $30