

# **Responsibilities of Postal Vote Assistants**

## **Role**

To assist the Returning Officer in the issue, opening and handling of postal ballot papers.

To make sure that the postal ballot is dealt with fairly, efficiently and accurately.

## **Duties**

- Follow instructions provided by the elections officers and ensure that the proper procedure is followed
- Ensure the requirements for secrecy and security are observed
- Act impartially at all times, be polite and professional but not engage in debate with any Candidate or Agent.
- During the counting of the votes, draw the Table Supervisors attention to any doubtful papers as instructed.
- Be responsible for the Health and Safety of yourself and others