

## **SUPERVISOR**

### **Roles and Responsibilities**



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The Supervisor is appointed by and reports to the Returning Officer (RO). A Supervisor is appointed when there are three or more polling stations in one building.

The responsibilities of the Supervisor include:

- Acting as the liaison between the RO and the polling officials;
- Directing incoming electors to the proper polling stations using ENL's Directory of Streets, Town and Communities;
- Ensuring the polling stations are free from political and campaign literature;
- Contacting the RO if conflict arises;
- Supervising the maintenance of peace and order in the polling location;

A Supervisor must:

- Be 18 years of age or older.
- Reside in the electoral district in which they will be working.
- Have knowledge of the electoral district.
- Not have had political involvements 60 days prior to appointment.
- Remain completely impartial while employed by Elections Newfoundland and Labrador.
- Be familiar with provincial voting rules and regulations.
- Possess excellent verbal communication skills.
- Possess excellent customer service skills.
- Be able to react appropriately to problems and challenges.

A Supervisor is paid as per the Schedule of Fees to a maximum of 17 hours for advance poll and 15 hours for a regular poll.

Remuneration for training is to a maximum of 4 hours.