

## **INFORMATION & RESOURCE OFFICER (IRO)**

**Employment Period:** During the election period (when called)

- Ordinary Poll on Polling Day – One Day (usually a Monday), or
- Advance Polls –Two Days (Sunday and Monday the week before Polling Day)

IROs may be employed at both the ordinary and advance polls or in alternate positions as determined by the Returning Officer.

### **Hours:**

Ordinary Poll:

7:30 AM to completion of count; polls are open 8:00 AM to 8:00 PM

Advance Poll:

7:30 AM to approx. 9:00 PM daily during the advance poll

### **Overview:**

An Information and Resource Officer is the Poll Supervisor when there are two or more polling stations at one polling place. They oversee the safe and compliant operations at the site and the conduct of the voting. They ensure reports and updates are relayed to the Returning Officer (RO) and Assistant Returning Officer (ARO) throughout the day.

IROs oversee the staff at the polling place, ensuring that the polls open on time and that voting procedures are followed correctly, and deal with problems and issues as they arise. They ensure that personnel are ready for the close of the polls and for the counting of ballots, and report results to the RO as soon as they become available.

IROs also ensure the voter-centric services are provided by the election officers including traffic flow, line-up management, parking, access, and elector relations.

### **Reports to:**

- Returning Officer

### **Primary Duties:**

- Contacts poll workers in advance to ensure they arrive on time to set up the poll
- Oversees the setting up of the polling place and notifies RO when polls are open
- Acts as the liaison between the RO and the election officers at the poll
- Supervises poll officials and checks to ensure procedures are followed and forms are completed
- Directs electors and candidate's representatives to the appropriate polling station
- Oversees the orderly flow of electors
- Registers qualified electors when necessary
- Ensures the polling place is free from political and campaign literature

- Replaces an absent poll worker or one who is taking a break, by assuming their duties
- Maintains a Polling Place Activity Log
- Oversees the counting of the ballots and reports results of each poll to the RO
- Assists with the closing down of the polls and return of materials to the Returning Office
- If working the advance poll, ensures the security of ballot boxes and voting materials at the end of each day and retrieves them to open the polls the next day and for the count on polling day

**Experience & Skills Required:**

- Supervisory and leadership skills, experience providing guidance and direction at a polling place
- Organizational skills and experience
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy over a long day
- Familiarity with the electoral district
- Professional, tactful and exercise good judgment
- Ability to oversee, anticipate and manage problems
- Basic numeracy and analytical skills
- Good attention to detail

**Working Conditions:**

- IROs can expect to work a 14-hour day. Must be prepared to arrive early to set up the polling place, supervise voting for at least 12 hours, and then oversee the count of ballots at the close of the poll.
- IROs work closely with RO and all election officers in the polling place
- IROs must bring their own non-perishable meals and beverages. IROs are not able to leave the polling place and there may not be any cooking or refrigeration facilities available.
- IROs should dress comfortably but professionally