

Duties and Responsibilities of Greeter

Position: Greeter

Reports To: Site Manager

Delegation of Powers and Duties: The Municipal Elections Act, 1996 authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required.”

"Greeter" shall be defined as an election official appointed by the Clerk or designate to assist the Site Manager in the performance of his or her duties in relation to the conduct of the 2022 Municipal Election.

Goals and Objectives: To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities: All the duties/responsibilities of the Greeter shall be carried out in accordance with the Municipal Elections Act, 1996 and the procedure set out and/or approved by the Clerk.

Pre Voting Day:

- Attend the training session and sign “Appointment and Oath” Form EL11

Voting Day:

Before the Opening of the Voting Place Responsibilities, include:

- Arrive at the voting place at predetermined time agreed upon with the Site Manager prior to the opening of the voting place.
- Assist the Site Manager with their responsibilities preparing the polling location for receiving electors (i.e. setting up tables, hanging signs, etc.)

During Voting Hours Responsibilities, include:

- Direct voters to appropriate election staff
- Help with sanitation as required
- Under the direction of the Site Manager or Deputy Returning Officer, contact the Clerk in the event of an emergency
- Other duties as assigned by the Site Manager or Clerk

After the Close of the Voting Place Responsibilities, include:

- Assist with the cleanup and return of materials from the voting location

Compensation:

For training and Election Day - \$200