

## **Duties of the Count Table Supervisor**

Count Table Supervisors are responsible for the conduct of the count which takes place at their allocated tables within the count centre and they must have a good knowledge of the voting and counting procedures.

The Count Table Supervisor main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;
- ❑ oversee the verification process (further instructions will be provided);
- ❑ inform the elections officer(s) of the number of verified papers/postal ballot papers verified in order to proceed to the count (further instructions will be provided);
- ❑ oversee the counting process (further instructions will be provided);
- ❑ inform the elections officer(s) of the number of votes cast (further instructions will be provided);
- ❑ check any potentially doubtful ballot papers (further instruction will be provided);
- ❑ inform the returning officer of any doubtful ballot papers that not been agreed upon with the candidates and his/her agent;
- ❑ re-count if directed to;
- ❑ ensure all paper work has been authorised by the elections manager;
- ❑ be polite and professional in dealing with candidates, agents and councillors;
- ❑ act impartially at all times;
- ❑ assist or appoint person(s) to assist, the elections officers with clearing away at the end of the count; and
- ❑ ensure that that the hours worked by the count lead and counting assistants have been recorded.

You will start work late in the evening and potentially into the early hours of the morning, you must take appropriate breaks throughout the session to avoid extreme tiredness.