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| **Position Description****Ballot Officer** |

# Position overview

The Ballot Officer is an administrative officer of Archery New Zealand. This person manages the electronic and postal ballot system including the organisation of and liaison with the scrutineers and administrative processes associated with the ballots. The officer must be at least an administrative member of Archery NZ.

# Responsible to

The Ballot Coordinator is appointed by the Board and is responsible to the Board of Archery NZ (Inc).

# Tenure

2 years (odd years)

# Responsibilities and Duties

The Ballot Coordinator should:

* Be familiar with the Constitution and Rules of Archery NZ
* Act as the Returning Officer for all electronic and postal ballots resolved by the Board
* Be familiar with the set up and use of online survey platforms (eg survey monkey)
* Liaise with Board in regard to the appointment of scrutineers
* Liaise with the Membership Secretary to ensure that ballot papers are made available to all members who are eligible to vote (using electronic or postal methods as necessary)
* Liaise with the National Secretary to ensure that appropriate and timely notifications are issued to all clubs and club members
* Compile a report outlining the results of the ballot and liaise with the scrutineers to ensure that it provides a correct and accurate reflection of the process used and results
* Provide to the Board and subsequently to all members, the results of the ballot with whatever qualifying statements may be necessary.

• Format and set up Ballot questions in Survey Monkey

• Format and set up collectors in Survey Monkey

• Manage the Membership list of eligible voters

• Organise two Life Members as Scrutineers for each Ballot

• Send advanced notifications of upcoming Ballots & information pertaining to the Ballot

• Send out postal voting papers

• Format and print reports from Survey Monkey

• Collect, tally and format report for Postal Vote returns

• Write summary report for the scrutineers and deliver all ballots, reports etc to said scrutineers

• Write report for the Board on the Ballot Results

• Complete any other tasks that relate to the administrative management of Archery NZ Member Ballots

# Person Profile

Ideally the Representatives Coordinator is someone who:

* A well organised self-starter
* Computer literate, experienced with spreadsheets
* Can work to tight timeframes
* Is meticulous, conscientious & methodical in their working style
* Positive and enthusiastic about archery in New Zealand
* Skilled at polite persistence
* Good at working with others remotely to achieve a common goal
* Can maintain confidentiality on relevant matters. (The Ballot Officer will be required to sign an Archery NZ Confidentiality Agreement).

# Key relationships:

In completing the responsibilities and duties of this role, the Ballot Officer will need to establish and maintain good working relationships with the following:

* The Board of Archery NZ
* Archery NZ National Secretary & Vice President
* Life Members
* Archery NZ Membership Secretary
* Scrutineers

# Deliverables

* Submit regular reports to the Board outlining current status of ballots that are being dealt with
* Provide to the Board (and subsequently to all members), thorough reports to the Board summarising Ballot Results
* Evaluate personal performance annually, reporting to the Board of Archery New Zealand
* Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.

# Delegations

Nil

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