

# **ELECTION ROLES & RESPONSIBILITIES**

## **Greeter**

### *Purpose:*

The Greeter is responsible for assisting voters by confirming that they are at the correct precinct, and if not, by directing them to the correct precinct. The Greeter is typically shared by multiple precincts at the same location.

### *Process:*

#### **PRE-ELECTION**

- Take Oath of Office and print name on Attendance Sheet
- Set up voting stations according to the precinct field sheet
- Post all notices at Polling Location
- Sign Tabulator Zero Tape confirming no votes registered at start of election
- Assist as requested by Precinct Chair
- Get election station assignment from Precinct Chair

#### **ELECTION**

- Establish station where voters enter into area
- Set up extra laptop with Bureau of Election Greeter Software to look up voters
- Notify voters which precinct they are in or Polling Location they should be at

#### **POST-ELECTION**

- Take down voting stations
- Take down posted information at Polling Location
- Sign Tabulator Tapes, other required forms and Paper Poll Book
- Assist as otherwise requested by Precinct Chair