

CHAIRPERSON

The Board of Elections, working with the Inspector Coordinator, will choose the Chairperson for each election based on feedback from the group of Inspectors at each Pollsite.

The Chairperson position pays \$1.00 more an hour, and the responsibilities include:

- a. Picking up and returning the clear plastic Security Bag (see page 77) that contains: Voting machine key(s), iButton(s), voting machine seals for closing the polls, Supply Bag key and Red Devil seals for the clear plastic Security Bag and Purple Ballot Bag (located in the small brown envelope that contains the Supply Bag key). If applicable, your Pollsite key or code will also be included.



- b. Making sure the Pollsite runs as smoothly as possible.
- c. Scheduling Inspector assignments which means ROTATING DUTIES.
- d. Arrange for break times so that there is coverage of both parties at all times.