

- Sensitizes the registrant on the importance of the Voter Card and inform him/her to keep it for polling day and directs him/ he out of the Exhibition Centre on receiving the Voter Card.

Assistant Exhibition Officer 2

- Controls the queue at the exhibition centre;
- Assists in the distribution of voter ID cards to registrants;
- Keeps record of all objection and inclusion cases for the attention of the Exhibition Officer;
- Assists the Assistant Exhibition Officer I to sensitize the registrant on the importance of the voter ID card;
Performs other duties as assigned by the Exhibition Officer and Ward Coordinator.

National Electoral Commission Sierra Leone



Aide Memoires Ward Coordination



AIDED MEMORIES WARD COORDINATOR

WARD COORDINATOR

The Ward Coordinator should be familiar with the Exhibition Centres under his/her supervision, before the commencement of the exercise. He/she should have a thorough knowledge of the procedures to be followed by the Exhibition Officer in the conduct of the exhibition process and is expected to perform the following duties:

- i. Supervise activities in the Registration/Exhibition Centres in his/her area of responsibility.
- ii. At the end of the Exhibition period, organise the collection of the PVRs, and all the necessary forms for Inquiry.

EXHIBITION OFFICER /REGISTRAR

The Exhibition Officer /Registrar is responsible for managing the exhibition activities in his/her Exhibition Centre. The Exhibition Officer will perform the following duties:

- i. At the end of each day, cross check the details of all registered voters entered on for that day in the Poll Book and exhibit the list the following day;
- ii. Ensure that all registrants wishing to check the PVR have access to the PVR;

- iii. Ensure that registrants receive confirmation of registration or update information regarding their status; in confirmed issue Voter ID Card.
- iv. Ensure that the Registrants who were erroneously omitted from the PVR can request to be added onto the voters list;
- v. Ensure that corrections requested by Registrants to their details are done on the spot on the PVR;
- vi. Ensure that Registered voters wishing to object to names existing on the PVR have an opportunity to do so;
- vii. Sign duly completed forms; and account for all forms used for Exhibition, both on a daily basis and at the end of the exercise;
- viii. Store the completed Exhibition Forms appropriately;
- ix. At the end of the Exhibition, return all forms used/unused and other materials to the District Electoral Office through the WC.

Assistant Exhibition Officer 1 / Voter Card Issuer (VCI)

- Receives confirmed/approved Form 1A of registrant from Exhibition Officer on fulfilment of exhibition criteria;
- Issues Voter Cards to registrants and enters their names and Voter ID card details in the Poll Book for NEC records;
- Ensures the Registrant signs the Poll Book to confirm receipt of Voter Card;
- Keeps in safe custody all VR Forms 1A received from registrants and accounts for them on a daily basis;