

# The Roll of a Chief Officer

A golden statue of Lady Justice, the personification of the Roman goddess Iustitia, stands on the right side of the image. She is depicted holding a pair of scales of justice in her left hand and a sword in her right. The background is a blurred American flag, with the stars and stripes visible. The overall tone is professional and authoritative.

*A leader is someone who has the clarity to know the right things to do, the confidence to know when (he's/ )she's wrong and the courage to do the right things even when they're hard.*

–Darcy Eikenberg  
Founder [RedCapeRevolution.com](http://RedCapeRevolution.com)

# Chiefs are...



- Natural Leaders
- Directors
- Problem Solvers
- Responsible
- Authoritative

# Leadership

lee-der-ship /'lēdər,SHip/

**Noun:** the action of leading a group of people or an organization.

**Synonyms:** guidance, direction, control, management, superintendence, supervision, organization, government.



# Direction



dih-rek-shuh

/də'rekSH(ə)n,dī'rekSH(ə)n/

**Noun:** the management or guidance of someone or something.

**Synonyms:** administration, management, conduct, handling, running, supervision, superintendence, regulation, orchestration, control, command, rule, leadership, guidance.

# Problem Solving



- Problem resolution is often considered the most complex of all intellectual functions and has been defined as a higher-order cognitive process.
- It requires the modulation and control of more routine or fundamental skills.
- Work through details of a problem to reach a solution.

# Responsibility

ri-spon-suh-bil-i-tee/rəˌspänsəˈbilədē/

**Noun:** Reliable or dependable; answerable or accountable, as for something within one's power, control, or management.

**Synonyms:** Liable, competent, solvent, honest, capable, reliable, trustworthy.



# Authority

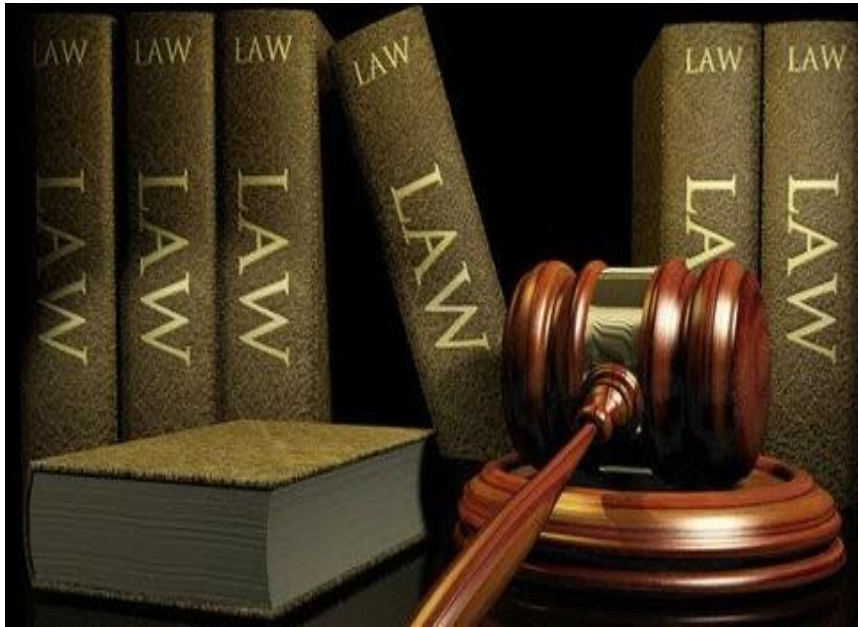
uh-thawr-i-tee /ə'THôrədē/

**Noun:** The power to determine, adjudicate, or otherwise settle issues or disputes; jurisdiction; the right to control, command or determine.

**Synonyms:** Rule, power, sway, control, influence, denote a power or right.



# Authority



The Chief's authority comes from law in conjunction with guidance provided by the Electoral Board through the Election Day Guide, What If, Electronic Pollbook Manual, and Machine Manual.



# Authority

You MUST have authority to  
effectively be responsible.



# The Polling Place



- Pre-Election Day Setup (optional)
- Layout and Flow (inform GR/EB)
- Emergency Options

# Personnel



- Tasks, Roles, Rotations
- Meals, Breaks
- Counseling and Correction
- Relieve for Cause

# Voters

- Customer Service
- Monitor Activity
- Solve Problems



# Documentation

- Oath
- Tapes
- Ballot Record Report
- Statement of Results
- Provisional Voter Notice
- Incident Report
- Yellow Printed Return Sheet
- Request for Assistance
- Affirmation of Eligibility
- Provisional Ballot Envelope
- Virginia Voter Registration Application

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Be the kind of leader  
that you would follow.

