• Sensitizes the registrant on the importance of the Voter Card and inform him/her to keep it for polling day and directs him/her 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.
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.

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;