

Job Description

Election Officer, Board of Trustees

The ARIN Board Election Officer serves a limited, oversight-oriented role in ARIN elections, including those for the ARIN Board of Trustees (BOT), ARIN Advisory Council (AC) and the Number Resource Organization Number Council (NRO NC), consistent with the ARIN Bylaws and established Board-approved election procedures. The Board Election Officer does not administer the election but rather provides independent confirmation that key elements of the process have been conducted in accordance with applicable requirements.

Primary Duties & Responsibilities

The Board Election Officer's responsibilities are to:

- **Confirm the Eligible Voter List**
Confirm that the list of eligible voters has been prepared in accordance with the ARIN Bylaws and the established Board-approved election procedures, including confirmation of the President's review of the list, consistent with established election procedures. This confirmation shall be based on appropriate staff validation and reporting and does not require access to individual voter contact information.
- **Certify Election Results**
Certify the election results following the close of voting and confirm that the election appears to have been conducted in accordance with the ARIN Bylaws and established Board-approved election procedures.
- **Support Candidate Qualification Process**
Participate, as appropriate, in discussions with the Chief Human Resources Officer and General Counsel regarding issues relating to candidate qualifications.
- **Member Meeting Presentations**
Present at ARIN Members Meetings, as applicable, to explain the election process, including candidate qualification processes, assessment criteria, and the meaning of the qualification categories used in ARIN elections.

04/19/2026

The Board Election Officer is not responsible for administering the election process, for making initial determinations of voter eligibility, nor for independently evaluating or selecting candidates.

I have reviewed the above job description and understand my duties and responsibilities as detailed above. I also understand that a signed copy of this job description will be kept in my personnel file.

Signature

Date

Printed Name