



Key Considerations for Returning Officers and their deputies



Aim	The aim of this course is to prepare Returning Officers and Deputy Returning Officers for the responsibilities attached to their roles.
Objectives	<ol style="list-style-type: none">1. To ensure Returning Officers and their deputies understand the scale and complexities of an election and the personal nature of their legal responsibilities.2. To create awareness of key planning considerations and high-risk areas at elections, drawing on lessons from specific examples where things have gone wrong.3. To equip delegates with an understanding of key election processes, such as candidate nominations, postal vote openings and how to adjudicate ballot papers not marked in accordance with the instructions.4. To encourage discussion about how to quality-assure the whole election process, including project and risk management.
Audience	Newly appointed Returning Officers and Deputy Returning Officers, those with limited experience or those interested in knowing more about the duties and responsibilities of being a Returning Officer.

Course Overview	<p>It also covers key election processes: from an outline of the candidate nominations process to practical exercises on the production and checking of ballot papers, the verification of signatures and dates of birth on returned postal voting statements and the adjudication of ballot papers not marked by voters in accordance with the instructions.</p> <p>This is a full-day course, starting with registration at 10.00 and finishing at 16.00.</p> <p>The Course will be delivered using a mixture of presentational material and practical exercises and with reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.</p> <p>Course notes will be provided.</p>	
Dates and Venues	10 January 2019	York
	14 January 2019	The Crowndale Centre - Camden
	17 January 2019	Preston
	12 February 2019	Andover
	12 March 2019	The Crowndale Centre - Camden
	18 March 2019	Cambourne
Cost of Attendance	First delegate	AEA member – £330 (plus vat)
		Non-member – £429 (plus vat)
	Second and subsequent delegates from the same Authority*	AEA member – £165 (plus vat)
		Non-member – £215 (plus vat)
<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</p>		
<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>		
<p>If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		