3 August 2026

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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 blanket access to individual voter contact information. In the event there is a need to confirm a particular individual voter's contact information to ensure that the list of eligible voters has been prepared in accordance with the ARIN Bylaws and the established Board-approved election procedures, the Board Election Officer may be provided access to those specific voter contact records in need of confirmation.

- 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.

- Provide Post-Election Officers Report to Board

  Prepare and present to the ARIN Board of Trustees a post-election report on the duties performed during the election process and any observations for improvement of the process.

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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