Kátł'odeeche First Nation

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Katlodeeche First Nation
Requires an Electoral Officer

The Electoral Officer will organize, oversee, and facilitate a by-election in accordance with the process set out in K'atl'odeeche First Nation's (KFN) Custom Election Regulations (as amended in 2022). The by-election must be called within thirty (30) days of the Electoral Officer's appointment.

Key responsibilities

- Ensure compliance with KFN's Custom Election Regulations
- Plan, oversee, and implement the By-election Process
- Communicate information to KFN band members on and off-reserve and candidates.
- Contribute to the improvement of the electoral process and ensure access to voting and a fair election process

Tasks include:

- Appoint the Deputy Electoral Officer
- Purchase of sundry supplies, and printing services
- Recruit and train required staff
- Locate suitable space for the returning office and for polling sites
- Maintain the Voter List, including Voter contact information
- Organize and hold the All Candidates Forum

Plan, oversee, and implement the By-Election process:

- Publish statutory public notices
- Appoint, recruit, and direct the work of election officers and required staff
- Administer oaths
- Coordinate the preparation and mailing of voter information and ballots to electors
- Prepare physical ballots
- Organize and hold Advance Polls
- Prepare online voting ballots
- Implements any other procedure related to the election process.

Please forward your information outlining your experience to: Mail To: KFN Executive Assistant Katlodeeche First Nation BOX 3060 Hay River Dene Reserve Hay River NT X0E 1G4 Phone: 867-876-0335 **Re: 2026 KFN Electoral Officer Application**	Or Email To: executiveassistant@katlodeeche.com **Re: 2026 KFN Electoral Officer Application**