



29 June 2022

2022 school board triennial elections Board Chair and Principals Memo 4

Kia ora,

This memo provides advice on:

- The triennial 2022 election date
- Staff Elections
- The role of a school board
- Appointing a returning officer
- Your board's constitution
- Promoting the elections
- Checking your school's roll

Triennial 2022 election date

The recommended election date is Wednesday 7 September 2022.

For a full list of key dates that you must meet, please see our [election planner tool](#).

Staff elections

Please note that the staff elections must be held at the same time as the parent elections.

Learn more about the role of school boards

Our [Community Member Guide to the Role of School Boards](#) provides information on what school boards are, the role of members, and how to become a board member.

On Thursday July 21st at 7pm NZSTA will also be hosting a Kōrari Question and Answers session. This will provide an opportunity for people ask questions directly from our regional

advisors. This is a free event, anyone with an interest in the work of school boards can register online [here](#).

Please circulate this information in your school's newsletter, website and social media

Appointing a returning officer

If your board has not yet appointed a returning officer, this must be done at least 63 days prior to your election date. If you are using the recommended election date of 7 September 2022, then 6 July 2022 is the legislated deadline. To appoint a returning officer, use our template [Returning Officer Letter of Appointment](#) and advise the returning officer to register at schoolboardelections.org.nz

Have you checked that your returning officer has registered the number of parent representative positions on the schoolboardelections.org.nz

You will also need to appoint a Returning Officer to run the student board member election. The Ministry does not provide funding specifically for this election however they can be the same Returning Officer as the one appointed to the Triennial Staff and Parent election.

Do you know your board's constitution?

A board's constitution is the number of parent representative positions on your board. Generally, boards have 5 parent representative positions, but there are exceptions. Boards have the power to increase or decrease the number of positions to no more than 7 and no fewer than 3.

For more information on [working out the number of board trustees](#) see the school board election website.

Promoting the elections

This week NZSTA will be launching Get on board! NZSTA's five-week, multimedia national campaign aimed at encouraging nominations for the triennial elections. Keep an eye out for our radio, print and online adverts as well as our [Promotional video](#)

Remember that promoting the election is the responsibility of the board, not the returning officer.

Your board may like to appoint an election organiser to look after promoting the election. For more information on this role refer to the [school board election website](#).

There is a variety of election [promotional material](#) on the site that your board can use including posters, brochures, flyers, and social media banners.

Check your school roll

If you have not yet appointed an RO it is recommended that you begin the task of ensuring the parent and staff electoral roll is accurate.

For stand-alone intermediate schools, please also remember that parents of students enrolled in year 6 at nearby years 1-6 (contributing) primary schools, who are likely to be enrolled as a full-time student at your school in 2023, are eligible to participate in your 2022 parent election.

More information can be found on Page 8 of the [Returning Officers' Handbook 2022](#)

Contact the NZSTA Elections Team

Our team is here to support you and your board during the school board elections:

- School Board Elections website schoolboardelections.org.nz/returning_officers/
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Checklist & recap on our last elections memo

In [memo 3](#) we looked at:

- Triennial 2022 election date
- This month's task list
- Readiness survey
- Number of parent representative positions
- Returning officer fee
- Returning Officers' Handbook 2022

