# 05 May 2022

# 2022 school board triennial and student electionsBoard Chair and Principals Memo 2

Kia ora,

In [memo 1](https://nzsta.sharepoint.com/%3Aw%3A/s/Company/ESCceK_StbRFuXnHfWr0XcIBp2m_YfmNrnQJiCm6Ul0UXg?e=eJPipL) we looked at:

* the proposed board election regulations,
* the triennial election timetable
* mid-term elections
* student elections
* recommended election date
* next steps for boards
* confirming the number of parent representative positions for the triennial elections

This memo provides advice on:

* succession planning
* appointing a returning officer
* student elections

**You should put all items on the agenda for your next board meeting.**

**Succession planning**

Effective succession planning will ensure your board continues to operate effectively regardless of your board members comings and goings. The three R’s of succession planning are:

**R**eadiness – Ensure up-to-date board documentation is in place and that relevant attributes to be an effective member on your board have been identified.

**R**ecruitment – Identify potential board members with the relevant attributes and provide them with information about becoming a member.

**R**etention – Ensure a thorough induction process is implemented, including ongoing professional development.

For more information on succession planning, visit the [school board election website](https://www.schoolboardelections.org.nz/board-resources/succession-planning).

**Appointing a Returning Officer**

Appointing a Returning Officer (RO) as early as possible allows them to thoroughly prepare for the elections including familiarising them with the handbook and regulations.

At your board’s next meeting, we recommend the following is confirmed in your minutes:

1. The election date
2. Appointment of the returning officer. The template [letter of appointment](https://www.schoolboardelections.org.nz/board-resources/appoint-a-returning-officer/) can be used. The appointment letter should state:
* the date of the election
* the number of parent representative positions to be filled
* returning officer payment
* if your staff representative election is also being run by the returning officers
* if your school intends to run electronic elections

Please note that while a decision on electronic elections has not yet been passed you may want to discuss as a board if you would want to use an accredited provider to run this years school election. Further information can be found on the [Ministry of Education website](https://www.education.govt.nz/school/boards-information/boards-of-schools-and-kura/board-elections/triennial-school-board-elections-2022/). NZSTA will share information with school boards on any updates relating to regulation changes and electronic elections as soon as we are notified.

**Student Elections**

Boards of state and state-integrated schools with students above Year 9 must hold a student board member election in September each year (unless they have an approved alternative constitution that does not require one).

The recommended date for the 2020 Student Trustee elections is **Wednesday 22nd of September**.

NZSTA has a range of resources available to help boards promote student board member elections in their school. Find them [here](https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/promotional-material/). Keep an eye out on the school board election website for a new promotional video for students coming soon.

**Contact the NZSTA Elections Team**

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

* **School Board Elections website** [**schoolboardelections.org.nz/returning-officers/**](https://www.schoolboardelections.org.nz/returning-officers/)
* **NZSTA Election Advice Line 0800 ELECTION (0800 353 284)**
* **Email** **electionsadvice@nzsta.org.nz**

Kind regards,

NZSTA Elections Team