**Returning Officer Letter of Appointment (template)**

*Date \_\_\_\_\_\_\_\_\_\_\_\_*

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appointment as Returning Officer**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ School Board duly appoints you as the Returning Officer (RO) for the School Board triennial / mid-term ***(choose one)*** parent/staff/student ***(select, as applicable)*** elections.

The board has agreed by resolution that the date for this election will be ***(insert date)***.

***(Delete if not applicable)*** In the parent election / by election ***(choose one)*** you will be calling for nominations for ***(insert number)*** positions.

***(For boards opting into staggered (mid-term) elections for the first time)*** As the board is opting into staggered (mid-term) elections for the first time, you will be required to use the nomination and voting forms specifically provided for this purpose.  You will be calling for nominations for ***(insert number)*** positions for three years and (insert number) positions for 18 months.

**Duties**

It is expected that you will carry out your duties in accordance with Regulation 5(4) of the Education (Board Elections) Regulations 2022, using the relevant election schedule, and otherwise as you think fit.

**Note:** The board will only be involved in promoting the elections. You will be involved in running the election process itself. Please keep me updated on the number of valid nominations received, and whether there are any matters which you consider may require the board’s attention during the process.

Information on how to run an election is contained in the [Election Handbook](https://www.schoolboardelections.org.nz/run-an-election/handbook/)that is available online or as a downloadfrom the school board election website [schoolboardelections.org.nz](https://www.schoolboardelections.org.nz/)**.** Your first task will be to [register](https://www.schoolboardelections.org.nz/run-an-election/register-your-election/) on this website as the returning officer for this election.

**Support**

All questions regarding the running of an election should be directed to the Te Whakaroputanga election advice line 0800 ELECTIONS (0800 353 284).

You can email questions about any elections at any time to: [electionsadvice@tewhakaroputanga.org.nz](mailto:electionsadvice@tewhakaroputanga.org.nz) .

**Fee**

The Board has agreed by resolution to pay you a fee of **$0.00 (insert amount)** exclGSTfor the work to be undertaken. The fee will be paid in full, regardless of whether the election goes to a vote or not.

Yours sincerely

*Your name*

Presiding Member, *School name* School Board