

17 September 2020

2020 parent trustee mid-term elections Board Chair and Principals Memo 5

Kia ora,

In [memo 4](#) we looked at:

- Mid-term 2020 election date
- Election theme
- Appointing a returning officer
- Number of parent representative positions for the mid-term elections
- Learn more about the role of a school trustee

This memo provides advice on:

- Appointing a returning officer
- Board constitution
- Promoting the elections

Deadline coming up soon to appoint your returning officer

If you have not yet appointed a returning officer, please remember that you must do so **63 days prior** to the election date.

If you are holding your mid-term election on the recommended date of Friday 4th December 2020, you must appoint a returning officer by **Friday 2nd October 2020**.

To appoint a returning officer, use our template [Returning Officer Letter of Appointment](#). Then advise the returning officer to register at www.trustee-election.co.nz then enter the election date and the number of parent representative positions to be filled.

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 parent trustees](#) see the trustee election website.

Promoting the elections

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

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

There is a variety of election promotional material on the site that your board can use.

If you would like hard copies of the [election flyer](#) in either English or Te Reo, please contact electionsadvic@nzsta.org.nz and remember to include the name and address that the flyers should be delivered to as well as the number of flyers you would like.

Don't forget to let your community know about our free Kōrari workshops.

Kōrari workshops explain the role of the board and are a great way to inspire people in your community to stand for election. NZSTA is hosting workshops throughout Aotearoa in September and October – find your local event [here](#) and then share it with your school community!

Contact the NZSTA Elections Team

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

- Trustee elections website www.trustee-election.co.nz
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team