

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 4<sup>th</sup> December 2020, you must appoint a returning officer by **Friday 2<sup>nd</sup> 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](http://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](mailto: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](http://www.trustee-election.co.nz)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

Kind regards,

NZSTA Elections Team