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

*Date*

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

**Appointment as Returning Officer**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ School Board of Trustees duly appoints you as the Returning Officer (RO) for the Board of Trustees parent/staff representative election (or specify other election if applicable).

The board has determined by resolution that the date for this election will be [**insert date**]. You will be calling for nominations for [insert number] positions in this election.

**Duties**

It is expected that you will carry out your duties in accordance with Regulation 5(4) of the Education (School Trustee Elections) Regulations 2000, the relevant election timetable and otherwise as you think fit.

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

The regulations and guidance, including the election timetable, are contained within the Returning Officers’ Handbook 2016-2019. This is available at the school office or on the Trustee Elections website [www.trustee-election.co.nz](http://www.trustee-election.co.nz/).

**Support**

All questions regarding the running of a triennial or staggered (mid-term) election should be directed to the NZSTA election advice line 0800 ELECTIONS (0800 353 284). For any other election call the NZSTA Advisory and Support Centre (0800 782 435). You can also email questions about the triennial or staggered (mid-term) elections or about by-elections at any time to: electionsadvice@nzsta.org.nz, or make contact via [www.trustee-election.co.nz](http://www.trustee-election.co.nz/).

**Fee**

The Board has established the following fee for the work to be undertaken. The fee will be paid in full regardless of whether the election goes to a vote or not.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Board Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board of Trustees