



Elections update



27 November 2018

Memo 2: 2019 School Trustee Triennial Elections

Kia ora,

With NZSTA's planning for the 2019 triennial elections well underway, we encourage boards to also begin their planning. We are aware that some boards have already started this process. The earlier boards begin to plan, the more smoothly the election process will run, and the more quickly new trustees will be fully inducted on to the board.

This memo outlines items that could be discussed at your next board meeting:

- Succession planning
- Appointing your returning officer
- Identifying the number of parent representative positions required to be filled

Succession planning

Effective succession planning will ensure your board continues to operate effectively regardless of your trustees' comings and goings.

The three R's of succession planning are:

Readiness – Ensuring up to date board documentation is in place and the relevant attributes to be an effective trustee on your board have been identified.

Recruitment – Identifying potential trustees with the relevant attributes and providing them with information about the trusteeship role.

Retention – Ensuring a thorough induction process is in place and implemented, including ongoing professional development.

For more information on succession planning, visit the [Trustee Election website](#).

Appoint a returning officer

Appointing your returning officer as early as possible allows them to thoroughly prepare for the elections. The returning officer runs the elections in compliance with the Education (School Trustee Elections) Regulations 2000 and other relevant legislation.

Resources for returning officers are available on the [Trustee Election website](#), including the Returning Officers' Handbook 2016-2019, election planner tool, forms, templates, and memos.

At your board's first meeting in 2019 we recommend the following is confirmed in your minutes:

1. Set the election date
2. Appointment of the returning officer. The template [letter of appointment](#) can be used. The

appointment letter should state:

- the date of the election
- the number of parent representative positions to be filled
- whether the returning officer is running both the parent and staff elections
- returning officer payment (if waiting until Ministry of Education election funding is announced, the letter could state that payment will be finalised once election funding has been announced)
- if the board is opting into staggered (mid-term) elections this needs to be stated to enable the correct elections forms to be used.

The recommended election date is Friday 7 June 2019. You can use the [Election Planner Tool](#) to calculate the key dates for the 2019 elections.

Number of parent representative positions to be filled

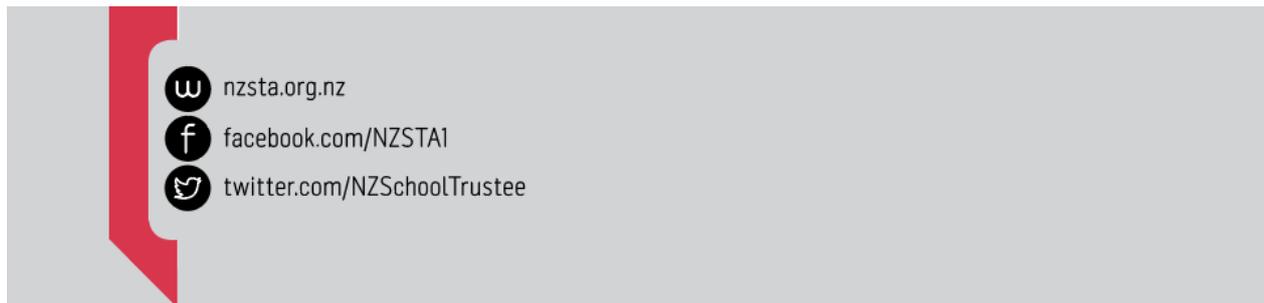
It is important the returning officer is advised of the correct number of parent representative positions to be filled. If unsure, you can find out more on the article through our website, [here](#).

Follow us on Twitter

We'll be providing regular updates on the election on our Twitter [@NZSchoolTrustee](#).

Kind regards,

NZSTA Elections Team



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