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

*Date [insert date]*

*Name [insert Returning officer’s name]*  
  
**Appointment as Returning Officer**

The *[insert school name]* School Board duly appoints you as the Returning Officer (RO) for the School Board triennial / mid-term*[select or, delete if not applicable]* parent/staff/student*[select as applicable]*elections / by-election *[select as applicable].*

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 2000, the relevant election timetable, and otherwise as you think fit.

Note: The school board will be involved only in promoting the elections. You will solely 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.

The regulations and guidance, including the election timetable, are contained within the **Returning Officers’ Handbook 2019-2022 [with the RO Handbook Amendment].** This is available at the school office or on the Trustee Elections website: [School Trustee Elections | Appoint a Returning Officer (trustee-election.co.nz)](https://www.trustee-election.co.nz/board-resources/appoint-a-returning-officer/).

**Support**

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

You can also email questions to: [electionsadvice@nzsta.org.nz](mailto:electionsadvice@nzsta.org.nz) or make contact via [www.trustee-election.co.nz](http://www.trustee-election.co.nz).

**Fee**

The Board has agreed by resolution to pay you a fee of **$0.00** *[insert amount]*GSTexcl / incl *[choose one]* for the work to be undertaken. The fee will be paid in full regardless of whether the election goes to a vote or not.

*[Add, if the RO is already a member of school staff* ***and*** *the returning officer role is* ***not*** *included in their job description]* This work is in addition to your employment as a member of school staff.

*[insert name of Presiding member (chair)]*

**Presiding member**, *[insert school name]* **School Board**