

17 April 2019

## Returning officers' Memo 4 - 2019 triennial school trustee elections

Kia ora,

In returning officer [memo 3](#) we looked at:

- Working out the parent electoral roll
- Working out the staff electoral roll

This memo covers the next steps in your returning officer role.

### Register on [trustee-election.co.nz](http://trustee-election.co.nz)

Make sure you register on the [trustee election website](http://trustee-election.co.nz) to be able to access forms and resources you will need to run the elections. It is important that you provide the following information about your school's elections in the [Returning Officer](#) section of our website:

- your school's election date
- the number of **parent** representative positions to be filled on the board (do not include the staff representative position)
- the number of nominations (enter these as they are received – please enter 0 until then)

This information will help us to provide assistance to you and your board during the elections.

### Having trouble logging in?

If you are having trouble logging into the [trustee election website](http://trustee-election.co.nz) using the login details provided in your registration email make sure that when copying and pasting that there are no extra spaces. If this does not work try typing in the login details instead of copying and pasting. Please do not hesitate to [contact us](#) if you have any further issues.

### Promoting the elections

Returning officers are responsible for running the elections. Promoting the elections is the responsibility of the board.

The board may like to appoint a trustee election organiser to look after promoting the election. For more information on this role the board can refer to the [trustee election website](http://trustee-election.co.nz).

Page 7 of the [Returning Officers' Handbook 2019-2022](#) outlines the responsibilities of the returning officer. We have also placed this information on the [trustee election website](http://trustee-election.co.nz).

### Do you have any questions?

Please refer to our [Frequently asked questions](#) on the trustee election website.

**Are you a board chair receiving this email?**

If you are a board chair receiving this email, this means your school currently does not have a returning officer registered. As soon as you have appointed your returning officer, please ask them to register on the [Trustee Elections website](#) and pass this email update on to them.

**Contact the NZSTA Elections Team**

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

- [Trustee elections website](#)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

Kind regards,

NZSTA Elections Team

