



Elections update

26 March 2019

Memo 4: 2019 School Trustee Triennial Elections

Kia ora,

Election theme

The 2019 election theme is "Step forward for our schools". We aim to encourage potential candidates to think about the difference they can make in the lives of Kiwi children.

Have you appointed your returning officer?

As at 25 March, 783 school boards have appointed their returning officer. If you are one of the boards that have not yet appointed a returning officer, remember that they must be appointed 37 days prior to your election date. If you are using the common election date of 7 June, then 1 May is the legislated deadline. To appoint a returning officer, use our template [Returning Officer Letter of Appointment](#) and advise the returning officer to register at www.trustee-election.co.nz.

Do you know the number of parent representative positions on your board?

Board chairs need to advise the returning officer the number of parent representative positions to be filled. This will be between 3 and 7, depending on your board's make-up (constitution).

Ask yourself:

- Have you included parent representative position/s currently vacant?
- Have you mistakenly counted co-opted trustees?
- Have you advised the returning officer if you are opting into staggered (mid-term) elections for the first time?
- Have you left out mid-term parent representative positions (for boards that are already in the staggered (midterm) election cycle)?

Staff elections

Please note that the staff elections must be held at the same time as the parent elections.

Information packs and a hard copy of the Returning Officers' Handbook 2019-2022

You should have already received two copies of the Returning Officers' Handbook 2019-2022. You can also access this handbook online [here](#).

We are currently working on the 2019 promotional material and these will be placed on the [trustee election website](#) as they become available. So far we have posters available that you can personalise with your school logo and returning officer details.

Election Readiness Surveys

Thank you to all who responded to our readiness survey that was sent out late February. The information gathered from this helps us to help boards get prepared for the elections.

We will soon be sending out a second readiness survey to check on the progress of school election preparations. Look out for this survey next week.

Key dates

Outlined below are the key dates for the 2019 triennial school trustee elections when using the recommended election date of Friday 7 June 2019.

Event	Date
Select Returning Officer by	Wednesday 1 May 2019
Close Main Roll	Noon Wednesday 8 May 2019
Call for Nominations by	Friday 10 May 2019
Close Supplementary Roll	Noon Wednesday 22 May 2019
Nominations Close	Noon Friday 24 May 2019
Voting Papers Sent by	Wednesday 29 May 2019
Election Day (voting closes)	Noon Friday 7 June 2019
Count Votes	Thursday 13 June 2019
Board Takes Office	Friday 14 June 2019

Learn more about the role of a school trustee

Kōrari is a programme designed for parents who have never been on a school board and would like to learn about the role of a trustee. Registrations to Kōrari are available on the NZSTA website on the [Information for parents page](#).

Once registered, you'll have access to the:

- Learning modules - to learn about governance
- Workshops and events in your region
- Personal record of learning

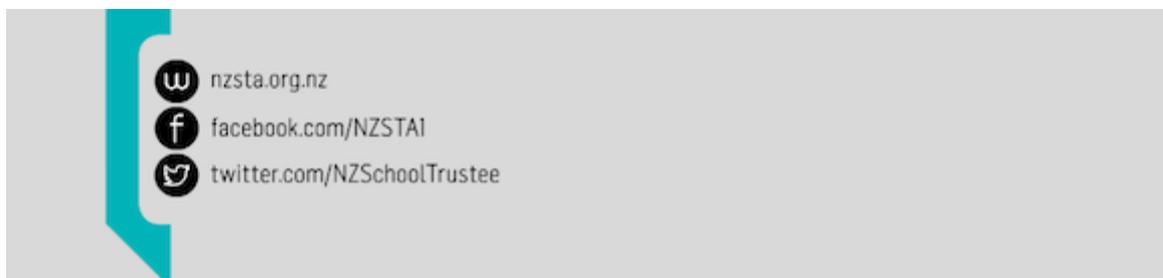
More information

Support is available for boards and returning officers at:

- [Trustee election website](#)
- NZSTA Elections line 0800 ELECTIONS (0800 353 284)
- NZSTA email support electionsadvice@nzsta.org.nz

Kind regards,

NZSTA Elections Team



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