

24 September 2020

## 2020 parent trustee mid-term elections Board Chair and Principals Memo 6

Kia ora,

In [memo 5](#) we looked at:

- Appointing a returning officer
- Board constitution
- Election resources

This memo provides advice on:

- Appoint a returning officer
- Promoting the elections
- Election resources (including resource translations)

### **Last call: Have you appointed a returning officer?**

If you have not yet appointed a returning officer, please remember that you must do so **63 days prior to the election date**.

If you are holding your mid-term election on the recommended date of Friday 4<sup>th</sup> December, you must appoint a returning officer by **Friday 2<sup>nd</sup> October 2020**.

If you have appointed a returning officer, please remind them to register on the [trustee election website](#) so that NZSTA has their details and can communicate with them throughout the election process.

If you have not appointed a returning officer, please call 0800 353 284 urgently to discuss the steps to take.

### **Promoting the elections**

To encourage nominations and wide voter turnout, boards are strongly encouraged to actively promote the school trustee elections. For ideas on how to promote the elections see the [trustee election website](#).

Being a school trustee is an important role that needs people with a range of skills, experiences and attributes who believe in making a positive difference to our children's learning. We encourage you to think about and promote the skills, experience and attributes you hope to attract to your board. **Kōrari workshops** are a great way to attract and inspire people in your community to stand for election. NZSTA is hosting workshops throughout Aotearoa in September and October – find your local event [here](#) and then invite your school community to come along and find out more.

**Election resources (including resource translations)**

We have provided a range of promotional election resources on the [trustee election website](#).

The election flyer is provided on the [trustee election website](#) in English, Te Reo, Chinese, Samoan, Tongan and Tagalog. If there is no suitable resource in the language(s) of your parent communities, consider translating personalised resources for them. This is an appropriate use of election funding. The Office of Ethnic Affairs can assist with interpretation services for a reasonable charge: <http://ethniccommunities.govt.nz/contact-us> or 64 4 494 0546.

If you would like hard copies of the [election flyer](#) in either English or Te Reo, please contact [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz) and remember to include the name and address that the flyers should be delivered to as well as the number of flyers you would like.

**Contact the NZSTA Elections Team**

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

- Trustee elections website [www.trustee-election.co.nz](http://www.trustee-election.co.nz)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

Kind regards,

NZSTA Elections Team