

7 October 2020

2020 parent trustee mid-term elections Board Chair and Principals Memo 8

Kia ora,

In [memo 7](#) we looked at:

- Nominations
- Postal service delivery timeframes
- Promoting the elections
- What happens if a board does not receive enough nominations?

This memo provides advice on:

- Promoting the call for nominations

Deadline for calling for nominations

For school's using the recommended election date of Friday 4 December 2020 we are now approaching the deadline to call for nominations which is **Sunday 11 October 2020**. If your returning officer has not yet called for nominations, you must advise them to do so now.

It is important to highlight to your community that the closing day for nominations is a **Sunday**, which means the school will not be open. Try to encourage people to get their nominations in early, and think about providing an alternative method, such as email, for sending nominations over the weekend.

Promoting the call for nominations

To promote the call for nominations we recommend taking the following actions:

- Ensure elections brochures/flyers are sent to all parents.
 - Electronic versions are available on the trustee election website.
 - If you would like hard copies of the election flyer please email your request to electionsadvise@nzsta.org.nz.
 - Teachers could consider assigning homework for students to pass these onto their parents.
- Encourage members of the school and local communities to come along and observe a board meeting.
- Hold special election social events and information sessions – include the wider community.
- Encourage your community to attend our free Kōrari workshops to learn more about the board and what is involved in becoming a board member. A schedule for these workshops and the booking links are available on the [trustee election website](#).
- Generate articles and promote the elections in your school newsletter, website and social media – we have promotional images available for you to download on the [trustee election website](#)

- Help your election organiser think of good media stories.
- Put up posters at school and in the community (you can print posters from the [trustee election website](#)).
- Send out letters to parents and caregivers inviting them to stand.
- Encourage a word-of-mouth campaign.
- Distribute information on the opportunities, challenges, and rewards of being a board member.
- Publicise the school's achievements and the future plans for the school - make this something that people want to be part of.
- Gain support from local iwi, church, and community leaders.
- Target your campaign to the skills and attributes that you require on your board.

Check out our [election planner booklet](#) for more tips on how boards can get their school community involved in the elections.

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
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team