

10 September 2020

2020 parent trustee mid-term elections Board Chair and Principals Memo 4

Kia ora,

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

- Mid-term 2020 election date
- September task list
- Readiness survey
- Number of parent representative positions
- Returning officer fee
- Returning Officers' Handbook 2019-2022

This memo provides advice on:

- Mid-term 2020 election date
- Election theme
- Appointing a returning officer
- Number of parent representative positions for the mid-term elections
- Learn more about the role of a school trustee

Mid-term 2020 election date

The recommended election date is **Friday 4 December 2020**.

If you had a May 2019 triennial election date, the recommended date for your mid-term election is **Friday 27 November 2020**.

For a full list of key dates that you must meet, please see our [election planner tool](#).

Election theme

The 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 children in New Zealand.

Learn more about the role of a school trustee

School trustees play an important role in shaping the education experience and achievements of students.

NZSTA hosts a series Kōrari workshops throughout New Zealand to help people understand the role of school trustees and inspire them to get involved – either by standing for election or voting in the mid-terms.

Kōrari workshops are free for anyone in the community with an interest in the work of school boards. The sessions are interactive and engaging – there will be lots of opportunities to ask questions and meet current trustees who are helping our tamariki to be the best they can be.

[Click here to find a Kōrari workshop in your region.](#)

Please circulate this information in your school's newsletter, website and social media

Appointing a returning officer

If your board has not yet appointed a returning officer, this must be done at least 63 days prior to your election date. If you are using the recommended election date of **4 December 2020**, then **2 October 2020** 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.

Number of parent representative positions for the mid-term elections

Your board needs to advise the returning officer the number of mid-term parent representative positions to be filled. This will be between 1 and 3, depending on your board's make-up (constitution). If you are unsure how many positions need to be filled please [contact us](#).

Ask yourself:

- Have you included all mid-term parent representative position/s to be filled at the 2020 mid-term election?
- Have you mistakenly counted co-opted trustees?
- Have you left out triennial parent representative positions as they will not need to be replaced until 2022?
- Have you checked that your returning officer has registered the number of parent representative positions on the [trustee election website](#)?

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