



Elections update

11 September 2020

2020 parent trustee mid-term elections Returning Officers' Memo 2

Kia ora,

In the Returning Officer [memo 1](#) we looked at:

- Returning Officers' Handbook
- Mid-term 2020 election date
- Updating your election information
- Returning officer payment

If this is the first memo that you have received since registering as a Returning Officer for the 2020 mid-term elections please read the previous memos on our [trustee election website](#).

This memo provides advice on:

- Election preparation
- Training

Election preparation

Make sure that your school board has provided you with:

- The mid-term election date for the 2020 mid-term elections. For most schools this will be **4 December 2020**.
- The number of parent representative positions to be filled
- A hard copy of the Returning Officers' Handbook

Training

Once you are appointed as a returning officer, you should refer to the following resources on our website to familiarise yourself with the role:

- [Returning Officers' Handbook 2019-2022](#)
Please note that we are in the process of creating an amendment to this handbook to cover the updated [regulations](#). We will upload the amendment to the trustee election website as soon as it is available and will also notify you via a memo.
- [Returning officer online training modules](#) – these five 10-minute modules will give you an overview of the role and the duties involved
- [FAQs](#).

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 (www.trustee-election.co.nz) and pass this email update on to them.

Contact the NZSTA Elections Team

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

- Trustee elections website www.trustee-election.co.nz/returning-officers
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team