

Returning Officer Letter of Appointment (template)

[Election information for 2022 from MoE](#)

9 February 2023

Anne Rzepecky

Appointment as Returning Officer

The St Joseph's School Board duly appoints you as the Returning Officer (RO) for the School Board By-Election to appoint two parent representatives.

The board has agreed by resolution that the date for this election will be **26th April**.

In the parent election you will be calling for nominations for 2 positions.

Duties

It is expected that you will carry out your duties in accordance with Regulation 5(4) of the Education (Board Elections) Regulations 2000, the relevant election timetable, and otherwise as you think fit.

Note: The school board will be involved only in promoting the elections. You will solely be involved in running the election process itself. Please keep me updated on the number of valid nominations received, and whether there are any matters which you consider may require the board's attention during the process.

The regulations and guidance, including the election timetable, are contained within the **Returning Officers' Handbook 2022**. This is available at the school office or on the School Board Elections website: [School Board Elections | Appoint a Returning Officer \(schoolboardelections.org.nz\)](#).

Support

All questions regarding the running of an election should be directed to the NZSTA election advice line 0800 ELECTIONS (0800 353 284).

You can also email questions to: electionsadvise@nzsta.org.nz or make contact via www.schoolboardelections.org.nz

Fee

The Board has agreed by resolution to pay you a fee of **\$612.15** GST excl (50% of election grant, plus 25% of the per pupil amount) for the work to be undertaken. The fee will be paid in full regardless of whether the election goes to a vote or not.

This work is in addition to your employment as a member of school staff.

Andy Bradley,

Deputy Presiding member, St Joseph's School Board