

1 Establish a Correct Electoral Roll

Verify the school roll is correct.

- 1.1 All students are entered correctly.
- 1.2 Each caregiver who has voting rights has been correctly identified.
- 1.3 Each 'eldest' student is correctly identified.

2 Enter all current enrolled students and check those enrolled

- 2.1 Check that all students enrolled are on the database.
Using Fast Lists for checking by teachers, as well as filter totals and the statistic tables found in **Printing>Tables**. The school roll count can be checked and cross referenced by class for accuracy.
- 2.2 Check current Family information.
As voting rights are caregiver-centric, the accuracy and correct flagging of family data is essential in order to ensure valid election rolls. There are three steps towards ensuring this accuracy:

- **Determine eldest pupil**

To find the eldest in each family (so that all families will only have one eldest - at the school), go to **Utilities>Family Utilities** and work down each of the four processes using the available printouts to check your data. If required exit back to your students' data to edit as required.

Once completed, move to the **Board of Trustee Elections** utility.

- **Assign voting rights**

In the **Board of Trustees** Utility, work through the steps selecting the options which apply to your school.

- **Check your data**

Go into **Printing>Special Lists>Caregiver and Electoral lists**

In **Format**, select **Caregiver lists** and from **Include**, choose **Voting rights** then **Preview** and **Print** out the resultant data. Carefully check through this for accuracy and, where required, manually edit the student data before reprinting the list for a final cross-check. Once this has been completed the list can be made available to caregivers for them to check.

3 Other Printouts

- 3.1 Student Manager has a number of other printouts available in **Printing>Special** lists to facilitate the BoT Election process. These include mailing labels and numbered voting papers.
- 3.2 If variations of the predesigned lists are required, these can be created either in User Defined Lists or the Word Processor.

4 Key Dates

- ✓ Returning officer appointed and notified to NZSTA February 1 2013
- ✓ Appoint trustee election organiser before March 1 2013
- ✓ Returning officer training session (weeks of) March 11–18 2013
- ✓ 70% of election funding distributed January operating grant
- ✓ Community information forums 1 April – 15 May 2013
- ✓ Boards minute election date before February 1 2013
- ✓ Suggest call for nominations (ensure this is monitored) April 15 2013
- ✓ Rolls close noon April 30 2013
- ✓ Close supplementary roll noon May 14 2013
- ✓ Nominations close noon May 16 2013
- ✓ Voting papers issued by May 21 2013
- ✓ Polls close noon May 30 2010
- ✓ Results declared June 5 2013
- ✓ Boards take office June 6 2013

Election Advice line 0800 Election (0800 353 284) www.nzsta.org.nz

www.edtech.co.nz

0508 338 324

www.musac.co.nz

0800 600 159

www.solutionsandservices.co.nz

03 331 6210



t. 0800 600 159
f. 0800 500 159
support@musac.co.nz