



LYNFIELD COLLEGE

Principal: S.W. Bovaird BA, Dip Tchg, Dip SM

INFORMATION TO PARENTS

BOARD OF TRUSTEE ELECTIONS 2013 - TO ELECT PARENT REPRESENTATIVES

The election of parent representatives to the Board of Trustees of Lynfield College for a 3-year term is to be held shortly. The Board of Trustees is made up of five parent representatives, a student representative, a staff representative, and the Principal. It is responsible for the governance of your child's school.

THE FOLLOWING IS THE TIMELINE FOR THE ELECTION:

15 April	Nominations open
30 April	Parent electoral roll closes
14 May	Supplementary roll closes at noon This is available for inspection at the school office
16 May	Nominations close - noon
21 May	Voting papers posted
30 May	Close of voting - noon
5 Jun	Results declared

ELIGIBILITY FOR VOTING:

If you are a parent, guardian or immediate caregiver of a student under 20 years of age, who is enrolled full time at the school, you may vote in the Board of Trustees election. The school will use the information it has on its students records file to compile this roll in the first instance. Adult students (over 20 years of age) enrolled full time at the school may vote on the parent election if they so desire. You may wish to check with the school office by **31 March** to ensure the school has your correct postal address on their database.

NOMINATIONS:

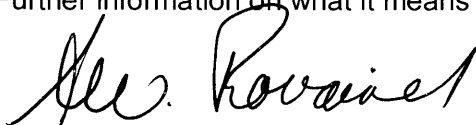
- Anyone can be nominated and stand for election to the Board of Trustees, except those who fall within the categories listed on the back of the nomination form.
- Parents can nominate themselves or someone else.
- Non-parents wishing to stand for election must be nominated by a parent on the school electoral roll.
- The names of people who have been nominated can be inspected at the school office or with the Returning Officer up until the close of nominations.

VOTING PROCEDURES:

All voting forms, with instructions for their return, will be distributed by mail on **21 May 2013** to people eligible to vote.

Any questions on the election process can be directed to our Returning Officer, Alison Davis, by leaving a message at the college (Tel: 627 0600 ext 700).

Further information on what it means to be a trustee follows below.



S W Bovaird
Lynfield College Board of Trustees Secretary

BOARD OF TRUSTEES

ELECTIONS 2013

What it means to be a trustee

What would I have to do?

Boards of Trustees make crucial decisions about the governance of our schools.

As a trustee you would:

- Evaluate educational achievement at your school
- Support the teaching and learning in the school
- Influence the school's direction
- Ensure compliance with government regulations
- Uphold the goals as set out in the Charter

You would play a big part in the school as a trustee by:

- Identifying the vision for your school
- Reviewing policies with the Principal
- Ensuring the school is communicating effectively with the community
- Representing the school in the community

Every school is different and its culture reflects its community, the Board of Trustees, parents and staff. Boards may well develop local goals.

What's the first step to get involved?

Attend a Board of Trustees meeting or talk to some of the trustees or the Principal. Current trustees, Brian Cadzow or Julie Harding, are happy to talk to anyone interested in standing for election. Please contact the Principal's Secretary, Val Carey, on 627 0600 ext 703 for their contact details. The next Board meeting is Monday 18 March at 6.30pm in the Admin Block; you are welcome to attend and observe.

Nomination forms will be available at the school office reception, will be mailed to all parents/caregivers, and are also available from the Returning Officer.

→	Nominations open	15 April 2013
→	Nominations close	16 May 2013
→	Voting closes	30 May 2013