

ATTENTION:
PRINCIPAL



School Board Elections 2010

Pre-Registration Returning Officer Service

CES's professionals turn knowledge into value for the benefit of our clients through advisory services that consistently meet high standards at very competitive rates.

Freephone 0800 205 267



Fax free 0800 205 762 or phone free 0800 205 267

CES is New Zealand's leading Returning Officer Service for schools and demand for our service is increasing every year. School Board Elections take place next year – NOW is the time to receive a quotation form CES to provide this service.

Services provided by a CES Returning Officer

Our Returning Officer will:

- Work closely with your designated staff member on parent, student or staff elections; administer the election; gather and tabulate the results;
- Prepare a timeline for the election;
- Call for nominations by distributing to voters the notice and nomination form;
- Call for nominations from parents/caregivers, and prepare newspaper advertisements and flyers for circulation;
- Prepare the rolls of parents/caregivers and staff from information supplied by your school;
- Liaise with staff eligible to be on both the staff and parent rolls, and ascertain their preference;
- Receive and check nomination forms and, where required, candidates' statements;
- Distribute voting papers and reply envelopes;
- Oversee the election process: receive nominations; prepare voting papers and candidates' statements; conduct postal ballot and count/tally votes;
- Declare the results: inform the school and write to candidates, advertise in local newspaper;
- Complete documentation for the Ministry of Education; file results with the District Court

“Fantastic support ... fantastic service.”

*– Maree Bathurst, Principal
Albany Primary School*

“The whole process ran very smoothly and made our job easy.”

*– Jocelyn Earnshaw, Office Manager
Ashgrove School, Rangiora*

“Very good information and timeline ...”

*– Bruce Murray, Executive Officer,
Halswell Residential College*

“... totally hassle-free – a good result all around!”

– Jude Nuttridge, Thorrington School

Packages Available

CES provides flexible packages that can be tailored to meet the specific needs of your school.

Contact

For further information on the Returning Officer service offered by CES, please contact Wayne Jamieson, phone : 0-3-338 4444, or email: wayne@cessl.org.nz



YES! We are interested in a quotation for School Board Elections 2010

School

Contact

Position

Postal Address

Phone Fax

Email

School Roll



Canterbury Education Services
89 Nazareth Avenue
P.O. Box 414 Christchurch 8140

Free phone: 0800 205 267
Free fax 0800 205 762
Email: wayne@cessl.org.nz