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Board Task Checklist

Post-Triennial Elections 2025

Once the election's over, there are a few key things to do – some straight away, and others at the first board meeting following the election.

Task	Click on the blue links to:
After the Elections	
Update your board member register. This helps you track who is on your board at any given time, and when their terms start and end.	Find out more about Board Member Register
Ensure all new board members complete the School Board Updates form. This notifies NZSBA and the Ministry of Education of any changes to your board.	Share this link School Board Updates Form
Induct your new board members. A well-planned induction will help everyone get up to speed quickly and confidently.	Find out more about Board member induction Upskill in the Learning Library Getting Ready – Planning Your Board Induction
Arrange for new members to attend a Welcome on Board session. These sessions are the first step in any new board member's learning journey, helping them get to grips with their role and responsibilities from the get-go.	Enrol in a workshop or webinar Welcome on Board – New School Board Members Welcome on Board – New Student Representatives
At the first meeting of the new board	
Appoint your presiding member. Your board must appoint a presiding member at your first meeting after the triennial elections. We encourage all new (and aspiring) presiding members to attend a Leading an Effective Board session to learn about the role.	Find out more about Appointing a presiding member (board chair) Enrol in a workshop or webinar Leading an Effective Board
Decide how to fill any vacancies on the board. If you received fewer nominations than there were positions available, your board now has a casual vacancy (or more) that must be filled. This is a great time to take stock of the current board – are any skills, perspectives, or areas of representation missing? Your board can also choose to co-opt extra members to help fill any gaps you have identified.	Find out more about Casual vacancy for a parent representative Casual vacancy for a staff representative Casual vacancy for a student representative Co-opting board members

Share the Code of Conduct for Board Members. The Code sets out the minimum standards of behaviour expected from every board member. It's important that everyone understands what's expected – and that the standards apply to all members equally.	Find out more about • Code of Conduct for Board Members
Review your conflicts of interest policy and update your register. Your board must manage actual, potential, and perceived conflicts of interest to protect the integrity of its decisions and uphold the reputation of its members. A clear policy and up-to-date register are a practical way to stay on top of this.	Find out more about • Conflicts of interest
Review your board delegations and update your register. Your board can delegate specific powers and functions by passing a resolution and recording it in writing. We recommend maintaining a delegations list to document any delegations made.	Find out more about • Board delegations • Board committees
Review your board remuneration policy and payments. Board members aren't paid but can receive honoraria to help cover meeting-related costs. Your board sets the amount and may choose to reimburse other expenses, like travel for PLD. Make sure your policy clearly outlines what can be paid and reimbursed.	Find out more about • Board member honoraria and expense reimbursement
Review your board work plan and set the meeting dates for the upcoming year. Set up a board work plan and use our term task checklists to stay on top of what's ahead.	Download our • Board Work Plan Example • Board Term Task Checklists
Check out our upcoming learning opportunities and decide who will attend. We offer free workshops and webinars throughout the year. Ideally, at least one board member should attend each event and share their learning with the rest of the board. Have a look at what's on offer and decide who'll go along.	Enrol in a workshop or webinar • Live Learning Events



Get in touch



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