



Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

Completing a Te Rūnanga Tauira Representative (TRT) Nomination Form How-to Guide

Before You Start

Make sure you have:

- Your NZNO membership number
- Two current NZNO members enrolled at your nursing kura who are willing to support your nomination (a nominator and a seconder). The nominator and seconder must also have Iwi and Hapū affiliations listed on their membership.

Please note your nominator and seconder also must be current NZNO members *and* tauira enrolled at your nursing kura.

1. Nominator Section This is the first person supporting your nomination.

Fill in:

- **Nominator (print name):** Their full legal name.
- **NZNO Number:** Their membership number.
- **Signature:** They must sign the form (digital or handwritten).

2. Seconder Section This is the second person supporting your nomination.

Fill in:

- **Seconder (print name):** Their full legal name.
- **NZNO Number:** Their membership number.
- **Signature:** They must sign the form.

Tip: The proposer and seconder must be two different people.

Statement in support of nominee: The nominator or seconder write a statement about why they think you would be a suitable Te Rūnanga Tauira representative at your kura.

3. Section 2 Nominee's Details (Your Information)

Write clearly in BLOCK LETTERS if completing the form by hand.

Fill in each field:

- I accept this nomination for: Write, Te Rūnanga Tauira representative then the name of your nursing kura here.
- **Full name:** This is your first name and surname.
- **Iwi and Hapū affiliations:** please enter this here.
- **Address:** Enter your full mailing address.
- **Email:** Use an email that you check regularly.
- **Mobile #:** Enter your mobile number.
- **Signature.**
- **NZNO Number:** Your membership number.

5. Final Signature

At the bottom of the form:

- **Signed:** You (the nominee) must sign the form.
- **Date:** The date you completed and signed it.

6. Section 3: Experience:

- Answer the questions to the best of your ability. If you are new to NZNO and have not yet taken part in any NZNO or Te Rūnanga Tauira activities, then just write that you are new, and look forward to participating in the future.
- **What are your aspirations for the role?** What are you hoping to achieve as the Te Rūnanga Tauira for your kura?

Submitting the Form

- Scan or take a clear photo of the completed form and email it to: sandra.bayliss@nzno.org.nz, and copy in tracey.miles@nzno.org.nz.

7. Final Checklist

Before sending, make sure:

- All sections are filled in.
- All three signatures are included (nominator, seconder, and nominee).
- All NZNO numbers are correct.
- Your contact details are accurate and clearly readable.

8. What Happens Next?

1. Form Review

NZNO will check that

- Your membership, and those of your nominator and seconder, are current.
- The form has been completed correctly.

2. Nomination Outcome

- If you are the only applicant within the designated timeframe, you will be elected to the role.

3. Selection or Election Process

If multiple nominations are received, an election will take place.

- You will be asked to provide a short bio outlining who you are and why you are interested in the role. You may be asked to give a short speech to tauira at your nursing kura as part of the election process.
- Voting may take place either in person or online. Guidance will be provided about the voting process and tikanga.

4. Notification of Outcome

- You will be informed whether your nomination has been successful.