



**Online Pre- and Post-Election Planning  
Workshop Information Pack**

**Wednesday 19 March 2025, or  
Thursday 1 May 2025, or  
Monday 9 June 2025**

**An invitation to join governance professionals to  
develop pre- and post-election planning tools, systems,  
and processes**



## **Symposium purpose**

This on-line workshop (details below) will cover the following:

- setting an induction and establishment plan for the incoming elected members,
- critical must do actions,
- establishing an ongoing programme for elected member development,
- thinking of the risks relating to induction,
- making sure that all the “i’s” are dotted, and the “t’s” crossed!

And having a “Plan B” should all your planning be changed by the incoming elected members immediately following election day.

## **Who should attend?**

- Governance Advisors, Committee Advisors and Executive Assistants
- Governance Managers / Team Leaders
- Staff involved with pre- and post-election planning / delivery

## **Details**

We are offering three different dates so you can choose one that suits you. The dates are:

Wednesday 19 March 2025, or

Thursday 1 May 2025, or

Monday 9 June 2025

Teams meeting invitations are to be issued to registered participants.

## **To register and registration fee**

Complete the registration form and return to [info@meetinggovernance.co.nz](mailto:info@meetinggovernance.co.nz)

The registration fee is

Per person - \$550.00 plus GST \$82.50 = \$632.50

OR

Per council up to four staff - \$950.00 + GST \$ 142.50 = \$1092.50

## Programme

**900am**      **Welcome and introductions, symposium overview**

**910am**      **Pre-and post-election project planning**

Preparing for the elections and inducting / training the new elected members. This session will include a range of really good ideas and project planning suggestions and templates. Key elements include:

- The electoral process and timetable
- Project planning your pre- and post-election activities
- Pre-election processes e.g., pre-election report, pre-election period; last meeting processes

**1030am**      **Break**

**1045am**      **Candidate's processes / risk management**

- Candidate seminars and information, electioneering and how to manage it
- Managing risk around the process e.g., a new Mayor wants to radically change your induction programme!

**1115am**      **Election Day and beyond**

- Election day governance related activities
- Post-election programmes and training – managing the tsunami of information for elected members.
- Working with new and returned elected members – what to look for
- Inaugural meeting
- Establishing governance structures
- Statutory documents
- Role of Democracy Services
- Working with your new chairs and committee members

**1145am**      **Open forum**

**1200pm**      **Close**

## Meeting and Governance Solutions Limited

MAGS is a company with extensive experience in working with governance and management groups of organisations to develop capability in report writing, meeting management, effective governance, strategic planning and organisational design and development.

Vern Walsh and Steve McDowell are the principals of the company and have experience of both governance and management roles in organisations.

Vern and Steve have chaired boards, undertaken mediation, designed and delivered training on effective governance to elected members and to the management teams that support the political side of the council. The following areas of work that MAGS has been involved in are relevant to governance support:

- Standing Orders training and advice
- Chairing and meeting participation coaching and mentoring
- Analysing meeting performance and developing improvement strategies
- Understanding the process for making good decisions
- Training and coaching to increase elected member effectiveness
- Meeting and workshop facilitation
- Governance and management roles and responsibilities workshop
- Governance support staff training and development
- Report writer training

## Meeting and Governance Solutions Contact Details

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