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| http://www.nationalbackexchange.org/images/stories/nbe%20logo%20without%20drop%20shadow.png | **national back exchange**  Nomination Form: Executive Committee |

**Nominations to the Executive of National Back Exchange**

All members of the Executive Committee must resign annually, and nominations are invited for each position. Where more than one nomination is received for a specific Executive Officer role, a ballot will be held following submissions from candidates which will then be voted on by the membership. The decision to elect one of the nominees to the contested position will be made public at the subsequent Annual General Meeting (AGM).

Nominations to the Executive Committee of National Back Exchange (NBE) must be submitted using the form commencing on page 3.

Only existing members of NBE may be nominated to serve on the Executive Committee.

A separate form must be used to nominate each individual, and each member may only be nominated to serve for one role on the Executive Committee in a specific year.

Executive Officers may be re-elected to serve a maximum term of six (6) years. Once a member has served for a maximum of six (6) years as an Executive Officer, whether in a single position or combination roles, they may not be nominated for a position in the subsequent (i.e. seventh) year.

Each nomination must include the consent of the nominee and be supported by two seconders.

All nominations should be accompanied by a short manifesto, i.e. no more than 100 words.

All nominees, their proposers and the seconders must be current members of NBE at the time of nomination and election at AGM. In the event that the membership of the nominee expires and is not renewed or maintained prior to the commencement of the role, the nomination shall become void.

For nominations to the roles of the Executive Committee to be accepted, completed forms must be received on or before the deadline stated overleaf. Nomination Forms need to be

email to: [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org)

Thank you



Claire Beesley

National Secretary

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**National Executive Committee Meeting dates:**

Members accepting a nomination to the Executive Committee must, as far as is reasonably possible, be available to attend the meetings listed below, in particular the November Business planning meeting following commencement in post. The majority of meetings will be held via Zoom so therefore any applicant must have access to technology to be able to do this.

* 6th Oct 2021 14.00 - 18.00 welcome new executive
* 5th/6th Nov 2021 09.00 - 17.00 both days Business planning meeting

(Depending on Covid 19 restrictions this will be a face to face meeting at Jurys

Inn Hinckley Island)

* 14th Dec 2021 09.00 - 13.00 Regular meeting
* 19th Jan 2022 09.00 - 17.00 Regular meeting
* 10th March 2022 14.00 - 18.00 Regular meeting
* 4th May 2022 09.00 - 17.00 Regular meeting
* 4th July 2022 09.00 - 13.00 Regular meeting
* 8th Sep 2022 09.00 - 17.00 Regular meeting

Conference 2022 TBC

Dates may be subject to change by the Executive Committee following AGM.

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**Nomination Details**

Executive role commencing from: AGM 20th September 2021

Role nominated to: (Tick one box only to nominate for an Executive Officer role)

☐ Chair ☐ Vice Chair

☐ Secretary ☐ Finance Director

☐ Membership Director ☐ Marketing Director

☐ Communications Director ☐ New Membership Liaison Officer

☐ Membership Liaison officer ☐ Conference Director

☐ Events Coordinator ☐ Development Director

**NB: Selecting more than one box will invalidate the nomination**

Name of Nominee:

NBE Membership number of nominee:

Note: Nominations submitted without the prior agreement and consent of the nominee will be considered invalid.

Name of Proposer:

NBE membership number of proposer:

Name of Second:

NBE membership number of second:

Name of Second:

NBE membership number of second:

**Notes:**

**Final date for receipt of all nominations: Friday 16th July 2021**

Nominations received after midday on this date will not be included.

If multiple nominations to different posts are received from a single member all nominations for that individual will become invalid.

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**Manifesto**

Manifesto statement:

Notes:

* Please limit statements to approximately 100 words. The field will stop accepting entries after 750 characters.
* Manifesto statements must be typed for reproduction in the event of a post being contested
* Manifesto statements are not compulsory however, in the event of a contest for a post, only the submitted information will be posted. In view of this, inclusion of a statement is encouraged.