

National Back Exchange

Communication and Marketing Material Approval Form
Including publications, leaflets, marketing collateral, website, and social media etc,



Material title:	Intellectual Property and Copyright Policy			
Date sign-off commenced:	4-6-26			
Content originator:	Policy Development Group			
Material description:	<input checked="" type="checkbox"/> Check for a single piece of content		<input type="checkbox"/> Check for content package (numerous items)	
Check for the creation of the master version <input checked="" type="checkbox"/>	Intellectual Property and Copyright Policy			
Check for revision of existing documents <input type="checkbox"/>	MAJOR change <input checked="" type="checkbox"/>	MINOR change <input type="checkbox"/>		
ISBN, literature code:	Not applicable			
Attachment file names (if any):	Conflict of Interest Policy			
Review and approval by <i>Check box to identify where review and approval is required</i>		Approval	Corrections	Signature
<input checked="" type="checkbox"/>	Content Owner Name: Mary Muir Title: Publications Director	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Approved	Sign Mary Muir Date 4-6-2026
<input checked="" type="checkbox"/>	Content Originator <input type="checkbox"/> <i>Not needed, same as above</i> Name: Mary Muir Title: Publications Director	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	As above	Sign Mary Muir Date 4-6-2026
<input checked="" type="checkbox"/>	Board of Trustees - Chair Name: Sarah Thornton Title: Chair	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Sign S Thornton Date 5.06.2026
<input checked="" type="checkbox"/>	Board of Trustees - Vice Chair Name: Kerry Kemp Title: NBE Vice Chair	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Sign K.Kemp Date 5.6.2026
<input type="checkbox"/>	Board of Trustees - Finance Name: Anthony Walker Title: Finance Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Board of Trustees - Secretary Name: Joanne Barker Title: Secretary	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Board of Trustees - Marketing Name: Emma Collins Title: Marketing Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date

Review and approval by <i>Check box to identify where review and approval is required</i>		Approval	Corrections	Signature
<input type="checkbox"/>	Board of Trustees - Publications Name: Mary Muir Title: Publications Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Conference Name: Val Phillips Title: Conference Co-Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Conference Name: John Fletcher Title: Conference Co-Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Board of Trustees - Column - Name: Mel Furness Title: Column Editor	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Board of Trustees – Associates of NBE Name: Helen Naylor Title: Associate Liaison Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Webinars and Events Name: Kathryn Auckland Title: Events Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Board of Trustees – Advanced Members Name: Paul Davis Title: Advanced Members Liaison	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date
<input type="checkbox"/>	Communications Name: Mark Baines Title: Communications Director	Yes <input type="checkbox"/> No <input type="checkbox"/>		Sign Date