**TUNBRIDGE WELLS LAWN TENNIS CLUB LIMITED**

**ANNUAL GENERAL MEETING**

**7 September 2022**

**Election of Officers and Directors- Nomination Form**

Nominations must be received by **10.00 22 August 2022**

**Position Standing For:** (Please circle)

Chair Treasurer Secretary Director

**Nominee**

|  |
| --- |
| Name: |
| Address: |
|  |
| Email Address: |

I confirm I wish to stand as a candidate for election to the TWLTC Board for the above position and I am eligible to do so (please see attached eligibility criteria).

Signed: Dated:

**Proposer\Seconder**

I propose\second the nomination of the member named above for the office stated and have obtained the consent of the nominee for putting their name forward.

Proposer

Signed: Date:

|  |
| --- |
| Name: |
| Address: |
|  |
| Email Address: |

Seconder

Signed: Date

|  |
| --- |
| Name: |
| Address: |
|  |
| Email Address |

If you are wishing to stand for election as an Officer please outline your experience, qualifications and skills relevant to the position.

If you wish to stand as a director, please circle any specific areas that you feel your skillset and experience would benefit and that you could add value to.

Coaching Finance Legal Management Systems

Tournaments Teams Grounds Clubhouse Refurbishment

HR Governance Social Events Marketing

Social Media Health and Safety Bar Welfare Incl Safeguarding

Any further Information you wish to add:

If an election is held for the Board positions, I would like the following information about myself to be circulated to all voting members with the AGM papers (maximum of 250 words).

Please note that no nomination will be complete until the Secretary has received a confirmation from the candidate together with the proposer and seconder.

Please submit your nomination to [irene@twltc.co.uk](mailto:irene@twltc.co.uk) by 10am on 22 August, or post to Irene Clarke at the Club Office at the address below.

The data collected in this form will be used for recruitment purposes. It will be shared with the Club Manager, and the current Board members and will be processed in line with the Data Protection Act 2018. For further information on how we process your personal data please see our Privacy policy on our Website. This form will be destroyed within 1 month of the AGM being held.

**Notes:**

1. Please note only voting Members (Members over the age of 18) can stand for election, or nominate or second a candidate.
2. Members may only nominate or second one person for each of the positions of Chair, Treasurer, Secretary or Director.
3. Current Board members and Staff may not propose or second a member for election.
4. In order to ensure continuity, there is an expectation that Board members will serve a period of 3 terms.

**Eligibility:**

1. All directors must sign the Club’s Code of Conduct for Directors on election [available here](https://www.twltc.org/news/board-election-and-nomination-process/) and also sign HMRC’s Fit and Proper Persons Declaration for CASC Registered Organisations prior to the AGM [available here.](https://www.twltc.org/news/board-election-and-nomination-process/)
2. Board members must remain a member of the Club whilst serving on the Board.
3. Club Staff are not eligible to stand for election to avoid any conflict of interest.
4. Self-employed coaches are not eligible to stand for election to avoid any conflict of interest.