



Call for nominations for the role of IATEFL Secretary

Nominations are invited for the above post on IATEFL’s Board of Trustees. Proposers, Seconders and Nominees **must all be current individual members** of IATEFL. This includes Individual members, students, retired, early career teachers and Associate members.

Please note: your IATEFL personal ID can be found by logging into the IATEFL website, and selecting ‘My Dashboard’.

Part A

We wish to propose (*name*).....

IATEFL personal ID numberfor the position of IATEFL Secretary.

Proposed by:(name) (signed)

IATEFL personal ID number

Seconded by:(name) (signed)

IATEFL personal ID number

Part B

I agree to be nominated for the position of IATEFL Secretary.

Signed:

Date:

Checklist:

The person nominated should attach:



A 250-word statement about themselves and the contribution they would hope to make to IATEFL if elected. This should include reference to the role description.	
A one-page resume of their relevant skills and experience for the Trustee role.	
A passport-sized photograph of themselves (or digital equivalent).	
Trustee and company director declaration.	

- In the event of an election, this information and photo will be sent to all IATEFL members on the election forms.
- Nominations that are incomplete or inaccurate will not be considered.
- Please check your membership status with IATEFL Head Office if you are unsure.

Procedure:

1. Proposer and Seconder should complete **Part A** and send this form to their Nominee.
2. The Nominee should complete **Part B** and return the completed form to the IATEFL Office at the address below by **no later than 23.00 UK time on Thursday 9 February 2023**, together with the completed declaration on the following page, statement, resume and photograph.

Nomination form continues on the next page...

3. In the event of there being more than one candidate, voting options will be sent to all IATEFL members. Voting will take place as soon as possible after the closing date, with the newly elected post-holder and other candidate(s) being advised of the results as soon as these are known.
4. **Return documents by post to:** Jon Burton, IATEFL, No.2-3 The Foundry, Seager Road, Faversham, ME13 7FD, Kent, UK **or by email to:** jon@iatefl.org

IATEFL Trustee and Company Director Declaration

(Please complete and return with nomination form)

Name of individual:

Proposed Role in the organisation: *IATEFL Secretary*

I, the undersigned, declare that I am willing to act as a trustee and director of IATEFL, and director of IATEFL Trading Ltd, and understand the organisation's purposes and rules as set out in its governing document. I confirm that:

- I am not disqualified from acting as a charity trustee
- I am not disqualified from serving as a Company Director
- I am aged 16 or over
- I do not have an unspent conviction for an offence involving deception or dishonesty
- I have not been involved in tax fraud
- I am not currently declared bankrupt, nor am I subject to any bankruptcy restrictions or interim orders or have any individual voluntary agreements (IVA) to pay off debts with creditors
- I am not subject to an order under section 429(2) of the Insolvency Act 1986
- I have not previously been removed as a trustee by the Charity Commission, Scottish Charity Regulator or the High Court
- I have not been removed from a management or control position within a charity
- If appointed, I will at all times comply with my responsibilities as a trustee as set out in Charity Commission guidance and as a director under the Companies Act 2006.

I confirm that the information provided here is true, complete and correct and I understand that it is an offence to knowingly or recklessly provide false or misleading information.

Signed:..... Date:.....

Home address:

Previous address (if moved in past 12 months):

.....

Date of birth: