Nomination Form

# Election of Trustees 2018

You are invited to stand as a candidate in the above election. Before filling in this nomination form, please read each section carefully. If you require any further information or assistance please contact the CIEA administration team on [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk) or 01707 281067

## Section One: Candidate’s Details

Please read the ‘Notes for Guidance’ at the bottom of this page before completing this section.

|  |  |
| --- | --- |
| Full Name |  |
| Membership Grade |  |
| Membership Number |  |
| Postal Address |  |
| Contact Telephone Number |  |
| Contact Email Address |  |
| Length of CIEA Membership |  |

**PLEASE NOTE:** Address, telephone and email information is for the sole use of CIEA so they can contact you about your nomination form. This information will remain confidential.

**Notes for Guidance: Section One**

In order to stand for election you must: be a fully subscribed Fellow, Full Member or Associate; and have TWO supporters.

**Nominations Close at 5pm on 12 July 2018.**

## Section Two: Election Statement

You are required to provide an election statement describing why you think you should be elected. Please refer to the ‘Notes for Guidance’ and the ‘Election Statement Preparation’ instructions on page 3 before writing your statement.

**Notes for Guidance: Section Two**

**ELECTION STATEMENT PREPARATION INSTRUCTIONS**

* All statements must be typed and sent electronically in word format.
* Your statement will be reproduced and circulated to voters with the ballot paper. Please note, that in the interest of fairness, CIEA reproduces candidates’ statements exactly as they have been received. This includes any grammatical or spelling errors, so please check your statement carefully before submitting it.
* The CIEA reserves the right to edit or not to publish your election statement if it is factually inaccurate or contains libelous material.
* Your statement must not exceed 500 words. Please state the total number of words used at the end of your election statement in the space provided. If your statement exceeds the word limit, it will be cut at the word limit and followed by the words ‘Statement cut at word limit’.
* Failure to provide an election statement by close of nominations will invalidate your candidacy

## Section Three: Supporters’ Details

Please read the ‘Notes for Guidance’ below before completing this section. To be completed by TWO supporters.

|  |  |
| --- | --- |
| Full Name |  |
| Membership Number |  |
| Signature |  |

|  |  |
| --- | --- |
| Full Name |  |
| Membership Number |  |
| Signature |  |

**Notes for Guidance: Section Three**

Supporters must be permanent, Fellow, Full Member or Associate members of the CIEA and eligible to vote.

Signatures of both supporters must be provided, either physically or digitally. It is not essential that both signatures appear on the same form, so copies of the form can be circulated to supporters to sign and return to the candidate.

Supporters’ details are published.

**Declaration**

I, the above named candidate, consent to my nomination and agree to stand for election. I confirm that, to the best of my knowledge, the information provided on (or with) this form is accurate.

**Signature: ……………………………………………… Date: …………………….**

**Close of Nominations and Returning your Form**

Nomination forms should be returned by email to Ali McCree directorciea@herts.ac.uk or by post to Chartered Institute of Educational Assessors, School of Education, University of Hertfordshire, Hatfield, Herts AL10 9AB. Nominations close at 5pm on 12 July 2018; any nominations received after this time will be ruled invalid. We strongly encourage electronic submission but please contact us at the above address if this would be a barrier to your nomination.

All nominations will be acknowledged. Should you fail to hear from us within 3 working days of sending your application, we recommend checking safe receipt by contacting the CIEA administration team on 01707 281067 or email administratorciea@herts.ac.uk . All nomination forms received will be acknowledged by email if you provide us with an email and by telephone if you post your application to us.

All Trustee communications are sent by email.

The safe return of this form is the responsibility of the candidate.

**Checklist:**

* Before returning your nomination form, please ensure you have:
* Emailed/attached your statement
* Obtained the signatures of two supporters
* Signed the declaration above (confirmation that the declaration is signed on the face of your covering email is acceptable)