**Important: Please read information & best practice advice below** before completing the nomination form. **Find your own proposer & seconder.** Everyone personally sign then please return form **by the stated deadline** to Club secretary by post or scan completed form and return by email, as stated on form.

**Nominees:**

* Must be over 18y by date of AGM or date of election to committee.
* Need not already perform a role for Hertford SC. We welcome new people & fresh ideas.
* Do not need to be an SE-registered member of Hertford SC before election but must be SE-registered before starting their role. We can register new committee members after election.
* **Should NOT** ask a close family member (eg sibling, parent, child) to propose or second them.
* **Committee members standing for re-election should NOT** ask other committee members to be proposers and seconders.

**Proposers & seconders:**

* **Must be SE-registered club members over 16 years old.**

SE registration status can be checked on the British Swimming website on <https://www.swimmingresults.org/membershipcheck/>NB Solely being the parent or guardian of a swimmer does not require SE registration as a member of Hertford SC. If unregistered they are NOT eligible as proposers or seconders. **All club teachers, coaches, officials**, **team managers, regular role holders** (eg as on Club website), **swimmers 016y** & **committee members should be eligible** as they are SE registered for their roles.

* **Must not be a close family member (**eg sibling, parent, child) of the nominee.
* **Should avoid proposing and/or seconding more than one person**-especially if for executive roles.

**Information about committee:**

* The 3 executive posts of chairman, secretary and treasurer must be on the committee.
* Up to 9 other cmt members can be elected and perform other roles.
* NB All clubs must have a welfare officer. However, for welfare officers committee membership is optional.

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**NOMINATION FORM**

**Nominee, Proposer & Seconder to complete & sign a paper copy.** Return to Hon. Sec at (sec’s name & address) or email a scanned copy to [sec@hertfordsc.co.uk](mailto:sec@hertfordsc.co.uk). **BEFORE MIDNIGHT** (of date 3 weeks before AGM)

I WISH TO STAND FOR ELECTION TO HERTFORD SWIMMING CLUB COMMITTEE:

NOMINEE (Print Name):……………………………………………………………………………

NOMINEE (Signature) ………………………………………………DATE…………………….

I wish to stand for one of the following 3 executive obligatory committee roles (please tick)

Chairman………………………… Secretary………………………….Treasurer

OR

I wish to stand as a general committee member ………………………………………………..

Existing Club Role (if any)………………………………………………………………………….

PROPOSED BY (Print name)……………………………………………………………………...

PROPOSER’S SIGNATURE…………………………………………DATE……………………..

SECONDED BY (Print name)………………………………………………………………………

SECONDER’S SIGNATURE…………………………………………DATE…………………….