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| **PART A**We wish to propose for the following position on the IATEFL IP&SENSIG Committee:**⬜ Web manager** **⬜ Newsletter editor** **Proposed by:** ………………………………………………………..(name) ……………………………………………………..(signed)**Seconded by:** ………………………………………………………..(name) …………………………………………………….(signed) |

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| **PART B – to be completed by the nominee**I, ……………………………………………………………………….. agree to be nominated for the position ticked above on the IATEFL IP&SENSIG Committee. (signed) (dated)**Email address**……………………………………………………………………………………………………………………..**🞎** I accept that my name may be shared with members of the SIG as part of the election process. |

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| **Guidelines and procedure**1. The Proposer, Seconder and Nominee must be three separate people.
2. Proposers and Seconders must be fully paid-up members of IATEFL.
3. Nominees must be fully paid-up members of the IATEFL IP&SENSIG (6+ months)
4. Proposer and Seconder should complete Part A and send this form to their Nominee.
5. The Nominee should complete Part B and return the completed form, together with the statement and photo by email to IATEFL Head Office at info@iatefl.org or by post to IATEFL 2-3 The Foundry, Seager Road, Faversham, ME13 7FD, UK by 12pm UK time 2 February 2020.
6. If both parts are not completed the form will not be considered to be complete.
7. In the event of there being more than one candidate for a position, an election will be held electronically by IATEFL from 5-15 February 2020.
8. In the event of an election, we will use your 150-200 word statement and may ask you to supply a passport sized photograph.
9. All volunteers are required to abide by the IATEFL Code of Conduct. Please read it in full [here](https://members.iatefl.org/downloads/member_info/IATEFL_code_of_conduct.pdf).
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