



Normandy Community Shop and Café Society Director Nomination Form

To apply to join the Board of Directors please complete the attached form, including gaining the support of two other members of the society who must sign your application form in the section indicated.

Members may only sign to support a maximum of two candidates. A list of members, who have agreed to be included on the register of members, is available to view. Please contact Society Secretary email - society.secretary@normandyshop.co.uk Tel - 01483 904029 to arrange to view if required.

Please note: if you hold a share jointly with others, only one person may stand for the Board. Institutional members may also only nominate one representative to stand for the Board. You must be a member of the Society. You must meet all the criteria laid out in the Board Nomination Notice and Society Rules.

Roles and Responsibilities

The overall job of the board is to provide governance to the Society in the interest of the members and community. The board will hold the management team to account by ensuring that the budget is met on a monthly basis and that there is a regular review of the business plan to ensure the business plan targets are achieved.

We are hoping to recruit people with a mix of skills and have identified some areas of expertise that would be useful to have represented on the board. However, of greatest importance is that Directors are passionate about the future development of the Normandy Community Shop and Cafe and that they have the time and energy to invest in helping shape the business.

Skills / expertise that would be particularly useful for Board members to hold include:

- Operations management
- Retail, café, Post Office experience
- People management
- Business development
- Estates / building management
- Health & safety knowledge
- IT
- Legal expertise

Full Name

Share Certificate Number

Address

Postcode

Contact Telephone Number

Contact Email Address

Date of Birth

Nominated by:

	Name	Share Cert No	Signed	Date
1				
2				

Please provide up to 200 words below on your motivations for becoming part of the Board and any skills you think you could bring (especially those listed on page two of this guidance). This information will be published as your Candidate Biography and circulated with ballot papers and / or will be displayed at the AGM and on the NCSAC website after the AGM. Please continue overleaf if necessary.

I confirm that I wish to stand as a Director of Normandy Community Shop and Cafe and that I meet the fit and proper persons test as set out in Society Rules and the Invitation to Stand for the Board of Directors, available on our website or on request.

I declare that I have not become bankrupt or subject to a disqualification order made under the Company Directors Disqualification Act 1986

Signed _____ Date _____
Candidate

Please return a scanned copy in PDF of the signed nomination form to society.secretary@normandyshop.co.uk or by post to Society Secretary, 93 Glaziers Lane, Normandy, GU3 2DD

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