****

**Norwood Forum Committee candidate notes 2019-20**

**What is Norwood Forum?** We are a volunteer-led organisation covering the three Norwood wards of Gipsy Hill, Knights Hill and Thurlow Park.  We share a common aim of regenerating and improving the area, and making a positive difference to the quality of life for people who live and work here.  We are working hard to build a vibrant and cohesive community which fully celebrates its diversity.

**Applying to the Norwood Forum Committee**

The officers of the Forum are: Chair, Vice Chair, Secretary and Treasurer. In addition to the four officers there are up to 11 positions available as ordinary Committee members (without portfolio). The Committee and officers are responsible for overseeing and managing the Forum, and are directly accountable to the Norwood Forum.

Further details of the duties of the Committee and of individual officers, as well as procedures for nominations and elections to the Committee, are set out in the Forum’s constitution, which can be found on the Forum’s website: <https://www.norwoodforum.org/constitution>. Copies

of the constitution can also be obtained by e-mail to: info@norwoodforum.org or write to: Noshir Patel, Chair Norwood Forum, c/o The Old Library, 14-16 Knights Hill, London, SE27 0HY.

**Closing date and time for applications: 12noon, Saturday 6 July 2019.** Candidates should note Item 6d of the constitution which states: “The Committee reserves the right to request further information from nominees regarding their application to serve on the Committee or as an officer, including information regarding association with Norwood, previous experience or expertise that may be relevant, and possible conflicts of interests. Nominees agree to make available relevant information for consideration by the Committee and Forum..”

**Elections will take place at the Norwood Forum AGM to be held on Saturday 13 July 2019 (1:00pm (arrive from 12:30pm)) at The Old Library, 14-16 Knights Hill, London, SE27 0HY**

It is important your form is correctly completed in full, and received by the closing date, or you will not be able to contest the election. You must sign the form at section 5 if you are submitting in hard copy format; if sending by email the form must be despatched from your personal email account (as listed in section 2). Completed nomination forms will be made available for inspection at the AGM. Candidates may also be asked to give a brief (no more than three minutes) verbal address to the Meeting.

**Submission by email:**

* Type your name and date on the form.
* Email (from your personal account) the completed form to: info@norwoodforum.org

**Submission by post:**

* Complete all sections and sign and date the form.
* Hand deliver or post to: Noshir Patel, Chair, Norwood Forum c/o The Old Library, 14-16 Knights Hill, London, SE27 0HY

If any nomination forms are rejected, the Secretary will advise the nominee accordingly.