



**Nomination Form for TESOL-SPAIN
Executive Board**

Procedure

To nominate a person to be eligible for election for a position on the TESOL-SPAIN Executive Board, please complete the form below and have the nominee complete the form on the reverse of this page. The nomination should be supported by two current members of TESOL-SPAIN. These forms should be handed in to the TESOL-SPAIN desk by 12.00, Saturday, March 12th, 2005. No nomination will be considered complete without **both** forms having been handed in. All information will be treated in strictest confidence.

TO BE COMPLETED BY THE TESOL-SPAIN MEMBER MAKING THE NOMINATION

I nominate (name) for election for a position on the TESOL-SPAIN Executive Board.

Name.....

Address

Telephone..... fax e-mail.....

TESOL-SPAIN membership number

Signed Date.....

COMPLETE THE FOLLOWING ABOUT THE PERSON YOU ARE NOMINATING

Name

Address

Telephone fax e-mail.....

Place of work

TESOL-SPAIN membership number

I think would be an asset to TESOL-SPAIN because

.....
.....
.....
.....

To be completed by the TESOL-SPAIN member seconding the nomination

I second the nomination of (name) for election for a position on the TESOL-SPAIN Executive Board.

Name

Address

Telephone..... fax e-mail.....

TESOL-SPAIN membership number

Signed Date.....

If you have any queries, please don't hesitate to enquire at the TESOL.SPAIN Information Desk. Thank you.



**TO BE COMPLETED BY THE NOMINEE FOR A
POSITION ON THE BOARD OF TESOL-SPAIN**

I (name)
accept the nomination for election to serve on the board of TESOL-SPAIN. I also accept
the following terms under which the nomination has been made.

Important

Please consider the following information carefully before completing the form.

- An elected TESOL-SPAIN board member serves for a period of two years
- Elections are held at the General Assembly during the National Convention and members can be re-elected
- No board member is elected for a specific post
- TESOL-SPAIN is a voluntary organisation, with no board member receiving payment for their services to the organisation. However, expenses incurred (for example, travelling to board meetings) will be reimbursed

The person being nominated should:

- have a realistic idea of the time-commitment involved in being an active board member (which requires at least 4 hours work a week plus time for attending, on average, four board meetings a year)
- understand that absence from 2 consecutive board meetings may constitute dismissal from the board
- be aware that most board meetings are held in Madrid on Saturdays – and may involve travelling time
- have access to a computer and e-mail on a daily basis and be computer literate
- speak English and Spanish
- if elected, attend the General Assembly and the following board meeting (Saturday, 12h March 2005, 13.30)

Name
Address
Telephone fax e-mail.....
Place of work
TESOL-SPAIN membership number

Signed..... Date.....

Thankyou.

P.T.O.