

**IT Service Management Forum (ITSMF) Ltd**

**150 Wharfedale Road • Winnersh Triangle • Wokingham • RG41 5RB • UK**

**T 0118 918 6500 • E membership@itsmf.co.uk • W www.itsmf.co.uk**

Company registration number 2661244 England VAT registration number 595 21 16 32

**NOMINATION FORM**

**For an itSMF UK Board Member to represent the Forum’s Regional Groups and SIGs**

**Role Summary:** In common with other Board members and as a legal Director of the Company known as Service Management Association Limited, to provide effective leadership, direction and governance of the affairs and activities of the organisation, to uphold and promote the reputation and standing of the organisation, and ensure compliance with all relevant laws and regulations (including the organisation’s Articles and by-laws). Additionally, to champion and represent the views of itSMF UK’s regional groups and special interest groups (SIGs). A full role description is available from the itSMF UK office.

**Details of Nominee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Nominee:** |  | **Organisation:** |  |

I, the undersigned (other than the nominee), hereby indicate my wish to nominate the individual identified above to serve in the above post as a Director of Service Management Association Ltd.

**Details of Proposer:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Organisation:** |  |
|  |  |  |  |
| **Date:** |  | **Signature:** |  |

**Nominee’s Consent and Declaration**

I, being the nominee, hereby acknowledge and agree to the following criteria:

* *I have relevant experience in ITSM.*
* *I am willing to be put forward as a nominee.*
* *I have the support of my employer (as appropriate).*
* *I can commit in the year to at least four Board day-time meetings, a strategy meeting and periodic telephone discussions of the Board as needed.*
* *I can and am willing to travel to attend meetings in London or Bracknell, Berkshire.*
* *I am fluent in English.*
* *I will act in the best and general interests of itSMF UK and its members.*
* *I shall declare any potential conflict of interest with my position or involvement with itSMF UK.*
* *I will provide a personal statement (maximum 200 words) describing why I believe that I should be elected to the post, together with a recent personal photograph of myself.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Signature:** |  |
| **Date:** |  | **Email:** |  |

Both the Proposer and Nominee must themselves be Forum members or from a member organisation.

Please return your Nomination Form, personal statement and photograph to the Company Secretary at sarah.nieto@itsmf.co.uk by **5.00 pm UK time, on Tuesday 29th August, 2017**. Alternatively, they may be posted to itSMF UK, Premier Gate, 21 Easthampstead Road, Bracknell Berks, RG12 1JS to arrive by the same deadline.

***Forms which do not contain the above information or which are not fully completed will be rejected.***

**Registered Company Name & Address: Service Management Association Limited**

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