**Controlled Schools’ Support Council**

**Second floor, Main Building**

**Stranmillis University College**

**Belfast, BT9 5DY**

**T: 028 9531 3030**

**E** [**info@csscni.org.uk**](mailto:info@csscni.org.uk)

**Nomination to the Board of Directors of the Controlled Schools’ Support Council**

Please complete the following form to nominate your preferred candidate using 12pt typescript.

The nominated individual should complete the form in section C. **The completed form should be returned by either of the Principals of the schools proposing the nomination** no later than **11.59pm at Wednesday 15 September 2021** by email to the Company Secretary at **recruitment@csscni.org.uk**

Please ensure that you have permission of the nominee, who must submit a brief outline of their skills and experience in section C of this form.

Please note:

* A director must be a natural person aged 18 years or older
* No one may be appointed a director if he or she would be disqualified from acting under the provisions of Section 39 of the Companies Act 2006 or section 86 of the Charities Act (NI) 2008.
  + Have an unspent conviction for an offence involving dishonesty or deception
  + Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
  + Have an individual voluntary arrangement (IVA) to pay off debts with creditors
  + Have made a composition or arrangement with, or granted a trust deed for, creditors and this has not been discharged
  + Are subject to a moratorium period under a debt relief order or a debt relief restrictions order
  + Are disqualified from being a company director
  + Have previously been removed as a trustee by the Commission or the High Court due to misconduct or mismanagement, or removed as a charity trustee by any other charity regulator or Court in the UK
  + Are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012)

**Section A: to be completed by proposer one:**

I wish to nominate

Mrs / Mr / Ms / Miss / Dr / other \*

Name

School/organisation

Position Principal / Governor / other\*

As a representative for nursery / special / secondary / grammar / primary\* schools to the Board of Directors of CSSC.

\*delete as appropriate

**Proposer one details:**

Mrs / Mr / Ms / Miss / Dr / other \*

Name

School

Position Principal / Governor / other\*

Email

Phone

School address including postcode:

Date:

**Section B: to be completed by proposer two**

I wish to nominate

Mrs / Mr / Ms / Miss / Dr / other \*

Name

School/organisation

Position Principal / Governor / other\*

As a representative for nursery / special / secondary / grammar / primary\* schools to the Board of Directors of CSSC.

\*delete as appropriate

**Proposer two details:**

Mrs / Mr / Ms / Miss / Dr / other \*

Name

School

Position Principal / Governor / other\*

Email

Phone

School address including postcode:

Date:

**Section C: to be completed by the nominee**

Mrs / Mr / Ms / Miss / Dr / other \*

Name

School/organisation

Position Principal / Governor / other\*

Email

Phone

School/organisation address including postcode:

\*delete as appropriate

Please outline in the space below, **in no more than 300 words**, your suitability to act as a director of the Controlled Schools’ Support Council.

The information you provide in support of your nomination will be circulated to member schools at least 14 days in advance of the AGM. We would ask if you could please provide a headshot photograph which we will share with member schools.

Further information on the criteria to address is contained in **Appendix 1**.

Please enter information in support of your nomination below (in no more than 300 words):

**Appendix 1 Criteria for nominees**

The election of a director of CSSC will be based upon a written submission which should outline, in **not more than 300 words**, the nominee’s suitability to act as a director.

In particular nominees should highlight their skills and experience which enable them to meet the following criteria:

**Experience of governance:** Provide evidence of experience of governance in the public sector, community and voluntary sector, or private sector, including: a) holding executive teams to account for delivery of results; **and** b) previous membership of a board/committee which has responsibility for policy decisions; or c) knowledge and experience of strategic management within a corporate environment.

**Strategic thinking:** Provide evidence of a proven ability to influence the strategic direction of an organisation and of contributing to policy making at a sectoral, regional or national level.

**Knowledge of education in Northern Ireland:** Provide evidence of knowledge and understanding of the complexity of the local education system and the place of the controlled sector within it.

**Interpersonal skills:** Provide evidence of proven ability to develop and maintain co-operative working relationships to achieve high standards of service and results.

**Commitment to the controlled sector:** provide evidence of commitment to the vision, values and ethos of the controlled sector.

Please ensure that you give specific examples to support your application.