

**Nomination Form for Parent Nominees to the  
XYZ ETB**



Every Parents' Association of an ETB school is entitled to nominate 2 parents, one of whom shall be a **man** and one of whom shall be a **woman** to be appointed as members of the Education & Training Board in this area. To be valid, nominations must comply with the following criteria:

- a) At least 75% of the Parents' Association Committee must support the nomination. Please seek consent from the committee members approving, to share their email and/or telephone number with NPC and we will follow up with them to verify approval, to ensure fair procedure.
- b) The nomination must be accompanied by the required evidence as stated in the attached *Evidence of Support Form*.
- c) The nomination must be returned to NPC Administrative Officer, Michelle Davern, not later than the **5<sup>th</sup> of June 2024** please see details below.
- d) Each of the two members nominated, one man and one woman, shall be a parent of a child who has not reached 18 years of age and is registered as a student in a centre for education or recognised school. The nominee must have no conflict of interest please see important note at end of form \*.
- e) The person nominated must have consented to his or her appointment as a nominee in the event that he or she is elected.
- f) The person nominated shall provide a short biography incorporating a personal statement outlining their capacity and vision for the role (not exceeding 300 words). This will be sent to all Parents' Associations in the ETB area in the event of a ballot, a head-shot photograph can be included if desired.
- g) The nomination must be made on this form
- h) Where nominations are returned by email or post, the following must be included:
  - **Nomination form** (this form), which includes consent from the nominee
  - **A short biography** from the nominee on the Biography Form (not exceeding 300 words)
  - **Evidence of Support Form** with the support of 75% of the Parents' Association Committee members

**Please note:** All attachments sent by email must be in PDF format

**To be completed by a member of the Parents' Association Committee**

Name of the school: .....

Address of the school: .....

Roll number of the school: ..... (a 5 digit number followed by a letter e.g. 12345A)

**Please tick ✓ to confirm the following are included with this Nomination Form**

- A short biography of the Nominee on the Biography Form (not more than 300 words in PDF format)
- Evidence of support of 75% of the Parents' Association Committee members (in PDF format)

**To be completed by the Nominee:**

- I confirm that I consent to be nominated as a Parent nominee to the CMETB (please tick ✓)
- I consent to allow NPC to contact me by (please tick ✓)    a) Email                       b) Telephone
- a) Email address: ..... b) Tel: .....
- I consent to allow NPC to contact me for the following reasons (please tick ✓)
  - To confirm my nomination                       To clarify any issues relating to this nomination
- I consent to allow NPC to forward my name and biography (& photo if desired) to the e-voting company for circulation to Parents' Associations in the CMETB area for purposes of the election only (please tick ✓)
- I confirm that I am a parent of a child who will be attending an ETB school in CMETB in September 2024.

.....  
**Name of Nominee (block capitals)                      Signature of Nominee                      Date**

\* Each of the two members nominated, one man and one woman, shall be a parent of a child who has not reached 18 years of age and is registered as a student in a centre for education or recognised school, or is the parent of a learner in a children detention school, prison, education or training facility or other facility maintained by any other public service body where the board provides education or training. It should also be noted that the Act provides that a person must not be a member of more than one education and training board at any one time.

Also, a person should not be a board member if they are a "relative" to any other board member of that ETB - relative has the meaning ascribed to it under the definitions of the Ethics in Public Office Act 1995, (i.e. brother, sister, parent, spouse/civil partner or a child of the person or of the spouse/civil partner);

Board members should not be a "relative" as defined above to an officer who is ineligible to be a member of that ETB as defined in SI 141 of 2019 (i.e. Chief Executive, Directors of Organisation Support and Development, Schools and Further Education and Training, Adult Education, Personnel and Finance Officers, School Principal, Training Centre Manager and Assistant Manager, Manager of a centre for education, and all other grades of staff, the duties of which are wholly or mainly of an administrative, executive or clerical nature and the maximum remuneration for which exceeds the maximum remuneration for the grade of Clerical Officer);