



## OFFICIAL BRANCH NOMINATION FORM

NAME OF BRANCH: **COVENTRY**

DATE: \_\_\_\_\_

### POSITION

### NOMINEE

CHAIRMAN  
VICE- CHAIRMAN (2)  
SECRETARY  
TREASURER  
OR COMMITTEE MEMBER  
(Position to be inserted)

Name: \_\_\_\_\_

Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel No: \_\_\_\_\_

### PROPOSER

### SECONDER

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Membership No: \_\_\_\_\_

Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

### NOTES REGARDING COMPLETION OF THIS FORM

- 1 The nominee must sign above to confirm that they are willing to accept the position if elected. (See also 'CONSENT' below.)
- 2 All parties to the nomination paper must be registered as paid up members of the Branch. Associate members and members paying below the minimum subscription are not eligible to stand for any of the offices referred to or be a proposer or seconder.
- 3 All spoiled or incomplete forms will be rejected. If you spoil a form, a replacement can be obtained from **Linsey Luke, telephone number 024 76 403 895** or online at [www.fsb.org.uk/warwickshire/branches/coventry](http://www.fsb.org.uk/warwickshire/branches/coventry)
- 4 This form should be sent to **FSB Warwickshire and Coventry, 14 Ripon Close, Coventry, CV5 9DU**. to be received by no later than **30<sup>th</sup> August 2010**
- 5 Details of valid nominations received will be published with the AGM agenda.
- 6 Nominations from the floor will only be accepted for positions where no eligible nominations are received by the closing date.

### CONSENT

**By signing this nomination form the candidate, if elected, agrees to abide by the Confidentiality Agreement, the terms of which are shown overleaf and consents to their contact details being published by the FSB.**

# CONFIDENTIALITY AGREEMENT

**BETWEEN THE FEDERATION OF SMALL BUSINESSES AND REGION AND BRANCH OFFICERS, REGION AND BRANCH COMMITTEE MEMBERS, MEMBERS OF NATIONAL COUNCIL, DEPUTY NATIONAL COUNCILLORS, PAST NATIONAL CHAIRMEN, AREA POLICY UNIT MEMBERS, STANDING COMMITTEE AND SUB COMMITTEE MEMBERS.**

The Federation operates a policy with regard to confidential information. The nature of the business of the organisation is such that its continued success is affected by its ability to keep some information secure as any wrongful disclosure may be harmful to the Federation's business.

Confidential information includes but is not limited to

- Commercially sensitive information. This is likely to include marketing, sales, pricing and accounts, both policies and details,
- Litigation. This embraces cases proceeding or contemplated in Courts and Tribunals involving the Federation,
- Personal information about members and staff.

## **Accordingly:**

I agree that during my time holding one of the above offices in the Federation I will not disclose any confidential information of the Federation that comes into my possession, except on a "need to know" basis, when I will clearly identify it as confidential; or except as required by law; or except when it has already entered the public domain from a source other than me.

The Federation and its members have to comply with Data Protection legislation and failure to do so may result in severe penalties.

**Name:**

(Please print)

**Position held:**

**Signature:**

**Date:**