



Nominations Form

Nomination for Board seat to:	Tablehurst and Plaw Hatch Community Farm Ltd. (The Coop)
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Closing date for return of completed forms: **25 August, 2023**

Please return forms by email to contact@tablehurstandplawhatch.co.uk or by post to:

The Secretary, Tablehurst & Plaw Hatch Community Farm Ltd, Tablehurst Farm, London Road, FOREST ROW RH18 5DP

It is imperative that you have read and understood all of the Guidance Notes and associated information before you submit yourself as, or nominate a candidate for election to the Coop Board of Directors.

Candidate information

Name	
Address	
Email	
Landline (work/home)	
Mobile	

Your full name is the only piece of personal candidate information that will be shared during the election and its associated processes.

Nominating Individual - if different from above

Name	
Address	
Email	

Please tick here to confirm both candidate and nominating individual are current Coop shareholders

Supporting information

Please provide an outline of the skills and experience that you, or your nominee, would bring to the Coop Board of Directors. Please refer to the Guidance Notes in pages 4-6 before completing this section.

<p>Board Skills:</p> <p>(max 100 words)</p> <p>This relates to the skills needed to oversee the long-term success of our Coop including providing leadership and setting strategy, ensuring that a framework of prudent and effective controls are in place and monitoring performance at a high level. You could also refer here to your skills and experience in financial management, co-operative governance, people, and performance or change management.</p>	
<p>Knowledge/ Experience of Farming & Retailing</p> <p>(max 100 words)</p> <p>This is intended to capture your experience of and passion for sustainable organic and/or biodynamic agriculture, or knowledge of our subsidiary farm operations. You may also have experience of effective political lobbying, campaigning, member/stakeholder engagement, fundraising, or partnership working.</p>	

Declarations

Candidate Declaration

I confirm that the information in this form is complete and correct to the best of my knowledge.

I confirm that I meet each of the eligibility criteria outlined in the guidance notes and am willing to serve on the Board of Directors of Tablehurst and Plaw Hatch Community Farm Ltd. (The Coop) if elected.

Electronic Signature:

Date:

Nominating Individual Declaration

I confirm that [Nominee name]:

Wishes to stand for election to the Board of Directors of Tablehurst and Plaw Hatch Community Farm Ltd. (The Coop) Registered Society No. 28403R. I confirm, on behalf of this individual, that to the best of my knowledge the candidate meets each of the eligibility criteria outlined in the guidance notes.

I confirm that both my nominated candidate and I are Shareholders of the above Registered Society.

Electronic Signature of Nominating Individual:

Date:

If you have any queries about the contents of this form, eligibility, or the declarations required, please contact The Secretary on: contact@tablehurstandplawhatch.co.uk.

Closing date for return of completed forms: 25 August, 2023

Hard copies will be accepted if returned before the deadline to:

The Secretary, Tablehurst & Plaw Hatch Community Farm Ltd., Tablehurst Farm, London Road, FOREST ROW RH18 5DP

Guidance Notes

Eligibility Criteria

Candidates nominated for election to the Board of Directors of Tablehurst and Plaw Hatch Community Farm Ltd. (The Coop) Registered Society No. 28403R must meet each of the eligibility criteria contained in our Rules and listed below. For a copy of the Coop Rules or If you have any queries please contact The Secretary.

- All directors and candidates must be at least 18 years of age on the date of the closing date for receipt of nominations.
- Candidates can only be nominated for election or appointment if they are shareholders of the Tablehurst and Plaw Hatch Community Farm Ltd. Registered Society No. 28403R.
- Candidates must be able to demonstrate that they have the relevant experience, skills and qualifications necessary to serve on the Board of Directors and fulfil the statutory duties applicable to company directors.
- A candidate will be ineligible to stand if: they are a current employee of one of the subsidiaries of the Coop; are a St Anthony's Trust trustee; have been disqualified from holding office as a director or a charity trustee; are an undischarged bankrupt; in the written opinion of a registered medical practitioner treating them, are currently physically or mentally incapable of acting as a director and may remain so for more than three months. For more information, refer to the Coop Rules.
- No director can be appointed to serve on the Coop Board if currently a director at one of the Coop subsidiaries or of St Anthony's Trust. To be an eligible candidate, a serving director must resign from their existing seat on the relevant Board before the closing date for receipt of nominations.
- No individual can be nominated by a member that is already represented on the Board.

Supporting information

Individuals being nominated for election to the Tablehurst and Plaw Hatch Community Farm Ltd. Registered Society No. 28403R, should provide information which will enable our members to make an informed decision of which candidate to vote for. Supporting information should provide the reader with an indication of the particular skills, experience and personal attributes that you or your nominee would bring to the role. You should write in the first person and adhere to the word count of 100 words per box section.

This section has been divided into two areas which align with the skills that we require a balance of across our directors. A good Board is made up of individuals with a diversity of skills, experience and thought. Below is an outline of the type of skills and attributes that fall into each area:

Board Skills - This relates to the skills needed to oversee the long-term success of our Coop including providing leadership and setting strategy, ensuring that a framework of prudent and effective controls are in place and monitoring performance at a high level. You could also refer here to your skills and experience in financial management, co-operative governance, people and performance or change management.

Knowledge/Experience of Farming & Retailing - This is intended to capture your experience of and passion for sustainable organic and/or biodynamic agriculture, or knowledge of our subsidiary farm operations. You may also have experience of effective political lobbying, campaigning, member/stakeholder engagement, fundraising, or partnership working.

An example of candidate supporting information is provided overleaf for reference.

Wording provided in the 'supporting information' section will be used in its entirety, with no edits or amendments, in the primary voting communication issued by Tablehurst and Plaw Hatch Community Farm Ltd. (The Coop) Registered Society No. 28403R, subject to the following: any supporting information which exceeds the stated maximum word count, or which contains factually inaccurate, offensive or potentially libellous content will be removed from the wording which is communicated to members during the election. Where necessary, candidates will be informed about the content that has been removed from their submitted wording.

In line with our elections processes, all voting communications and ballots for casting votes will list candidates in alphabetical order of surname. Candidate first names will also be used. Regular communications will be issued to encourage members to vote in the AGM elections. If one candidate's details are listed in a communication to members, all candidates in that category will be listed to ensure fair and equal treatment.

Example submission of supporting information Board skills

In 2014, I was appointed to the Board of [XYZ] Co-op and completed the IoD Chartered Director qualification. I chaired the Strategic Review Group which led the development and implementation of a digital strategy which grew membership by 15% and turnover by £1m. I have skills in change management and succession planning through involvement in the appointment of a new Chief Executive. I am an experienced Communications Director; roles include six years at [XYZ] Worker Co-operative leading a high performing comms and marketing team. I also acted as a mediator in the resolution of conflict between members at [XYZ].

Knowledge/ Experience of Operating Environment

[XYZ] Worker Co-operative has been a member of Co-operatives UK for 17 years. During my time there I led our involvement in Co-operatives Fortnight; organising a 'celebration of co-ops' event for 12 co-ops in the local community. I was a member of the Worker Co-op Council for three years during the development of the Solidarity Fund. Whilst serving on the Board of [XYZ] Co-op, I became a peer mentor for new-start co-ops in the creative industry. I am passionate about the regenerative farming model having been actively involved in a range of policy campaigns to ensure awareness of the relevant issues in the policy and decision-making government departments.