

# Handy guide

## for filling in your nomination form

**The 100 words is your opportunity to explain to tenants why you would be a good choice to represent them as a Board Member. We would advise you to take your time to think about what you are writing, make it as informative as possible, and to try and get across what you can offer tenants.**

### Some points that you may wish to include are:

- Use plain English
- Check your spelling, punctuation and grammar
- If you are word processing the document, take advantage of the U.K. spell check facility
- You are only allowed up to 100 words
- Promote your relevant experience as a tenant representative, any volunteering or work etc
- Any previous Board Member service or similar experience
- Relevant training undertaken
- Other voluntary work you may have done
- We would advise you to supply a recent photograph for the ballot paper but this is optional.

When you are completing your 100 words for the nomination form, you need to be aware that exactly what you write on the form will be printed on the ballot papers to tenants. We will not change any information you provide. This is so that we can ensure that the process is fair for everyone standing for election. So check you have got it all right before you send it to us.

These are just some examples that you may wish to include. I hope you find them useful, but remember this is only a guide.

If you have any questions or queries please ring **Gwyn Lloyd**, Governance Support Officer on **01633 620353**.

