**CLERKS – PLEASE COPY & PASTE THIS IN TO YOUR OWN DOCUMENT!!!!!**

**XX XX SCHOOL**

Clerk – NAME – email address

Dear Governor

**election of CHAIR OF GOVERNORS & VICE CHAIR OF GOVERNORS**

I invite eligible governors (ie all Governors other than those on the staff of the School) to notify me if they wish to stand for election as Chair and/or Vice Chair of the Governing Body of xx xx School.

If you would like to stand or wish to nominate a fellow governor, please let me know no later than \_\_\_\_\_\_\_ 2023. You can either complete the enclosed form and return it to me by email or simply send me an email message. The names of those who indicate a willingness to stand will be announced at the meeting. If there is more than one name, the election will be determined by secret ballot.

Yours faithfully

………

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

TO: ALL GOVERNORS OF XX XX SCHOOL

**Election of Chair and Vice Chair**

Date:

I confirm that I **……………………..**would like to stand for election to the office of **Chair**\* / **Vice Chair\*** of the Governing Body of xx xx School and would be willing to serve in that capacity if elected.

I wish to nominate **……………………………………….** for election to the office of **Chair\* / Vice Chair\*** of the Governing Body of xx xx School

\* please delete as appropriate

Signed:

This form should be returned no later than \_\_\_\_\_ 2023 by email to the Clerk