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## Election Nomination Pack Checklist (Episode 5)

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The Nomination Pack is the cornerstone of the election process. It sets up informed candidates and a democratic election. Everything in the pack has one purpose: helping a potential candidate answer two questions honestly. *Is this role right for me? Am I right for this role?*

The Nomination Pack should include:	✓
A warm, personal letter from the President inviting nominations	<input type="checkbox"/>
A description of what serving on the Committee involves — be honest about time commitment	<input type="checkbox"/>
Job descriptions for each position being filled	<input type="checkbox"/>
The Committee Job Description for the year — the collective purpose and priorities	<input type="checkbox"/>
The Code of Conduct — to be signed on election	<input type="checkbox"/>
The meeting schedule for the coming year	<input type="checkbox"/>
The Constitution or Rules — or a link to it	<input type="checkbox"/>
The nomination form, including the requirement for a candidate statement (max 500 words)	<input type="checkbox"/>
The deadline for nominations and how to submit	<input type="checkbox"/>
Contact details for questions from potential candidates — and an invitation to ask them!	<input type="checkbox"/>