**APPENDICES**

**Appendix 1 Template Letter(s):** Appointment of Board of Management by Trustees/ Patrons & Selection Committee Matters

A. *Template letter to Trustees/Patrons* ***requesting nominess to Board of Management and nominees to Selection Committees***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS,

I wish to advise that the current board of management of Anywhere Community School completes its three-year term on 31st July 20\*\*.

I would be grateful if you could consider and advise regarding your three nominees to the incoming board.

I would also be pleased to receive your nominees for service on the Selection Committee interview panels for teaching appointments and promotional posts. All members of the interview panels are advised to complete the required training for service on selection committees.

Yours sincerely,

Secretary, Chairperson, Board of Management

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