



LUCA AWARDS

ICB Branch Chair of the Year

Monday 16th October 2017

**The Queen Elizabeth II Centre
Westminster, London, SW1P 3EE**

ICB Branch Chair of the Year



The LUCA for ICB Branch Chair of the Year will be awarded to the ICB Branch Chair that, in the opinion of ICB, has established a Branch and a community where members and students have felt supported, welcomed and motivated. The ICB Branch Chair must demonstrate that they uphold the standards and ideals of ICB. The Chair must show that he/she has achieved significant success and established a solid reputation for the Branch. This could be, by way of example, having been innovative in their approach in engaging members, being proactive in advancing the status of ICB Bookkeepers, establishing a strong support network for members whilst leading by example.

Criteria

1. Nominations for the ICB Branch Chair of the Year LUCA Award may be submitted by the ICB Branch Chair, Vice-Chair, or by another person associated with the branch who believes that the Chair is worthy of the title 'ICB Branch Chair of the Year'
2. Previous winners or nominees are eligible to enter
3. Nominations should take the form of a letter detailing why the ICB Branch Chair deserves to be awarded the LUCA for ICB Branch Chair of the Year.
4. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "ICB Branch Chair of the Year nomination", together with the name of the individual being nominated.
5. The letter of nomination must include the following basic information:
 - The name of the Branch
 - Name of the nominator
 - Name of the Branch Chair
 - Length of time in the position of ICB Branch Chair
6. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from Branch attendees, speakers, clients etc., are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the ICB Branch Chair being nominated and must state that it is supporting documentation.
7. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
8. All nominations and supporting documentation must be received by ICB not later than midnight on Sunday 1st October 2017. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
9. Nominated parties may be contacted by ICB for interview
10. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 16th October.
11. ICB's decision will be final and no correspondence will be entered into.