## Instructions for applying and the template

Many thanks for expressing an interest in being included in Board Connections – whereby the 30% Club connects highly qualified female executives with Boards eager to achieve greater diversity balance in their appointments process.

To be included, all applicants should

* Currently operate, or have previously operated, as a senior executive with a significant number of years’ experience
* Have deep knowledge of either a specialist function, or as a business generalist
* Have the capacity and availability to take on a Board role now in addition to their current role responsibilities

**How the process works**

**Step 1 – completing the template**

All of the profiles in the directory follow the same template, which is attached, as this assists the process for Chairs & CEOs. The following points should be useful to you:-

* The profiles are limited to a single page so please use bullet points and be concise
* Prioritise the key points that would be of interest to the Board
* We encourage the inclusion of the link to your LinkedIn profile as that helps provide further detail and also provides you with an opportunity to present your most up to date skills and interests
* Career summary - start with your latest role and work backwards. Include a brief description of your responsibility for your last 1-2 roles. Beyond that just list the company and your title.
* Key Achievements - describe what you are most proud of having achieved. Probably about 3-4 things.
* What I can contribute – set out how you would be of real assistance on a board. Think in terms of what a board would look at – strategy, commercials, governance, risk, etc.
* Other relevant experience. - anything else you would like people to know. For example, member of a board, awards, etc.
* Sectors – if you have a specific industry that interests you, include the details and some rationale as to why
* Finally, identify the types of boards you are interested in and more importantly, available to participate on. If you are currently in employment, it would be useful to check your company conflicts of interests policy to see if any restrictions apply.

When you are happy with the contents, submit your draft to us at gillian@gharford.ie

**Step 2 – our review process**

Your CV template will be reviewed by our Board Connections Review Group. This is not a due diligence or reference check process, instead it is designed to ensure that all our entries are senior executives with a depth of experience that is appropriate to a board role. Feedback from this process might include suggestions on items to include or present more suitably in your template. If our Review Group believes that your experience has not yet progressed to a level that would be consistent with the requirements in Board Connections, we may ask you to resubmit at a future time. Our Review Group will meet on a few occasions across the year to review all new submissions

**Step 3 – Updating the Directory**

Following the meeting of our Review Group, the Board Connections directory will be updated to reflect new additions, or changes to the existing profiles. Once your template is included, we ask you to contact us if your status changes. In addition, we will contact you periodically to confirm all the data remains current.

**Step 4 – Providing access to the Directory**

We advertise the availability of Board Connections on our website, at 30% Club events, in media discussions and directly with our supporter organisations. Access to the directory however is on a request basis only.

**Step 5 – the Selection Process**

Our aim within the 30% Club Board Connections is to encourage and support Chairs and CEOs to appoint more women to their boards and to visibly highlight key talent. Our role in the process is confined to sharing the template details you have provided. We do not undertake vetting, reference-checking or review of the qualifications you provide, nor do we add any recommendations in the process. We advise all recipients of the Board Connections directory to conduct their own due diligence of potential candidates, and the selection process and final appointment decisions are totally at the discretion of the selecting organisation.

**Our data privacy policy**

In line with the 30% Club privacy policy, by submitting your CV in the template format, we operate on the basis that you have shared the data with us for the sole purpose of us resharing the data with Chairs, CEOs, and others responsible for the search process for Board positions. We commit to not sharing your personal data for any other purpose or in any other format than as outlined. If you have any questions in this regard, please don’t hesitate to let us know.

Thank you again for expressing an interest in being included in Board Connections and we look forward to hearing from you.

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## Template for completion – please confine to just one page

|  |  |
| --- | --- |
| Headshot photo | **Name****Area of Expertise e.g. Financial Services, HR etc, include Non Exec or Chair** **Contact number****Contact e-mail****Link to LinkedIn Profile****Qualifications** |

**Career Highlights**

* Bullet points on last 2/3 key roles
* Include any career board positions, if any

**Key Achievements/Experience**

* Focus on variety and demonstrating things done that would be of value to a board including internal committees, roles involving interaction with third parties such as regulators etc. Other personal things that you have been involved in – all with a business edge

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**How I can help a Board**

* The type of person you are in terms of strategy and operations
* Projects/themes that you are very specific to you and that would be of value to a Board e.g. change, transformation, deep sector programmes, governance, cross functional initiatives

**Other relevant achievements/information**

* Qualifications, memberships, affiliations

**Sectors that you are interested in/why**

**Availability / Interest (please state yes/no for each)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PLCs** | **Private Companies** | **Commercial State Boards** | **State Boards** | **Personal Preference for Industry Sectors** |
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