

Four keys to a strong board - Worksheet

1 Skills

1.1 Ask yourself:

- What industry knowledge / experience do we need?

- What technical skills / experience do we need?

- What governance competencies do we need?

- What behavioural competencies do we need?

- What skills do we need right now?

- What skills might we need in the next 1 – 3 years that we can recruit now?

- What office bearers might there be? (eg: Chair, Treasurer, Company Secretary) What specific skills do they need?

2 Commitment

Meetings

How many meetings are likely to be held? What is the frequency of those meetings? How long are meetings likely to be? Will they be in or out of hours?

Sub committees or working groups

Are there likely to be sub committees or working groups? What will they be? (*eg: Fundraising working group, Advocacy Committee*) Are board/committee members expected to participate in sub committees? How many? How many meetings are likely to be held? What is the frequency of those meetings? How long are meetings likely to be? Will they be in or out of hours?

Between meetings

What is expected between meetings? *Eg: phone calls, reading of emails, preparation of papers (note the tasks and the time expected)*

Events

What events are board members expected to attend? How often? How many? When are they held?

Other things to think about

Are board members paid? Are expenses paid? What other things might board members be asked to do?

3 Alignment

The **vision** of my organisation is:

The **values** Board members are expected to adhere to are:

Other things to consider re: alignment to our organisation:

4 Diversity

A range of views and attributes will be ensured, encouraged and valued by: (*eg: targets, quotas, recruitment process etc and by the processes and culture of the board ie: encouraging and valuing diverse views*)

5 Other things to consider:

- Terms for board members will be _____ years
- There will / will not be a maximum term for board members. It will be _____ terms.
- Chairs of the Board can / cannot do an additional term.
- The balance of Executive v. Non Executive Directors will be:
- Board members will be appointed in the following way (*eg: advertised (where?), appointed by Board, appointed by members etc*)
- D&O insurance will / will not be provided to Board members
- Other: