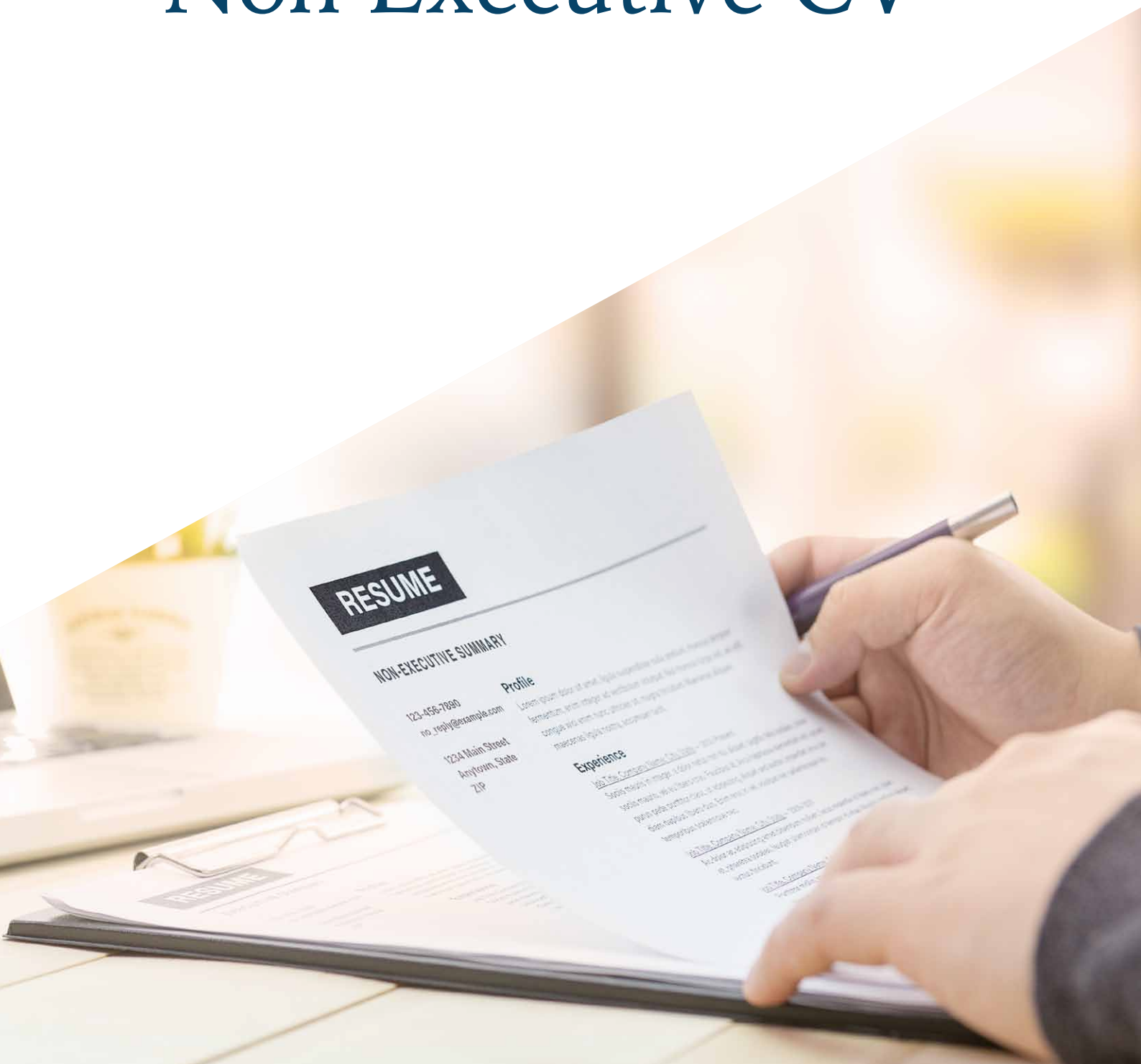


Guide To Writing a Non Executive CV



Your Non Executive CV

A Board CV is vastly different from your executive CV and writing one is the best place to begin when considering your first, or subsequent board role. While there is no set template for the style or format, it must answer the central question any Chair/selection committee will want to know, 'Why should we appoint you?' For this reason, your Board CV must: demonstrate your success at board level, be succinct, be readable and separate yourself from your competitors.

1. **LENGTH:** In the vast majority of cases the length of your document doesn't matter. Some Executive Search Firms may demand your Board CV is no longer than 2 pages.
2. **PHOTO:** Including a photo is perfectly acceptable, however, by doing so can lead to discrimination based on your age, sex, disability or race - I recommend against it.
3. **BOARD PROFILE:** Your profile should never be aspirational. It should pitch you at board level and outline any board level experience you have had - not necessarily just your board appointments. Writing in the first person is fine but your profile should not exceed one paragraph.
4. **BOARD AND EXECUTIVE SUCCESSES:** This section evidences your governance or strategic successes and things you are particularly proud of achieving in your executive or board career. Again, please be as specific as possible and include statistics or numerical evidence wherever possible.
5. **NON EXECUTIVE AND COMMITTEE EXPERIENCE:** In an executive resume this section comes after details of your executive career. Here it comes first. This section should outline, in chronological order, your current and past non executive or committee experience. Where you have been on board sub-committees or executive committees, these can also be included.
6. **EXECUTIVE BOARD EXPERIENCE:** Here you can include the names of any committees or board roles you have held as part of your executive career.
7. **EXECUTIVE CAREER:** Whilst this section will begin with the same information as would be found in your executive resume, it should be much shorter and only include headline successes – ideally strategic ones that can be evidenced. Also include information about the scale of your company and your responsibility within as this quantifies your experience.
8. **QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT:** This will likely replicate the content of your executive resume.
9. **EXTRA-PROFESSIONAL ACTIVITIES AND INTERESTS:** A list of any professional activities or personal interests that cannot be incorporated in the sections above, for example: languages, awards, charity work, memberships or personal successes.
10. **REFEREES:** Many Chairs/selection committees head straight to this section. They are interested to know if they know your referees. Your list should include the highest level genuine referees you can muster. Do not include their contact details.

Writing your Board CV can be almost as valuable as the end product, as the process will help you to articulate your successes and as such the sort of organisations that will value them.

FirstName LastName

M: (Mobile No.)

E: (Email Address)

LI: (LinkedIn Address – in/...)

A: Address

This section briefly summarises your board or committee experience (*either as an executive or non executive*), how long you have been working with/on boards. Include quantifiable examples of success (*statistics are best*), the companies and sectors you have worked with and the scope and scale of your experience. Do not include aspirational statements. Add any relevant qualifications.

For example: I am a (*you most senior past or present titles – ideally at board level, followed by your past and present executive titles*) with over (*X*) years board level experience across the (*X, X and X*) sectors with particular experience in the (*X, X, X*) industries. At board level what I do is (a clear statement as to what your skills and experience offer a board).

Highlights include: (*quantify your successes at board level*). In an executive capacity I am currently (*your current or most senior role*). Here I (*quantify some successes*) Previously I was (*enter some of your past roles or less senior positions held*). Finally, I have (*include your qualifications or any extra-professional activities you are proud of*).

Board and Executive Successes

(*This section briefly summarises your board or executive successes. By nature it will duplicate some of your experience below. However, these are the elements of your career that will demonstrate that you are and have been effective at a very senior level. As with the entire CV, this section should focus on quantifiable/demonstrable success.*)

- Demonstrable evidence of success at board level (repeat as necessary)

Non Executive and Committee Experience

List, in descending order from most recent, your board or committee experience. You should include sub-committee or committee memberships and other roles that had a strategic or governance perspective. When providing evidence of success, please be specific and try not to make statements that you can not support with evidence. Stating that you were a board member does not demonstrate that you were a good board member.

You must be able to demonstrate success - by way of guidance think about successes in 3 ways.

1. What was the reason you were appointed and have you fulfilled that appointment.
2. What reasons would you give the Chair for you getting a 'pay rise'.
3. Link your success to the success of the business whilst you were a director.

Date:

Title:

Organisation:

- Key responsibilities/sub-committees
- Demonstrable evidence of success at board level

(repeat as necessary)

Executive Board Experience

This section lists, again in descending order, your executive board career roles. You can legitimately include committee, Director or board roles held as part of your executive career. You need not include successes or any detail as they will be included in the section below.

Date:

Title:

Organisation:

- Title of your board level roles *(repeat as necessary)*

Executive Experience

Again list, in descending order, your executive roles. Do not include information not relevant at board level. Please be as specific as possible when listing your successes and include statistics or numerical evidence - just stating that you were a senior executive does not demonstrate that you were a good senior executive – you must be able to evidence your achievements and any committee or board level interaction.

Date:

Title:

Organisation:

- Key responsibilities/sub-committees
- Demonstrable evidence of success

(repeat as necessary – as far back as relevant or stopping at 2000)

Previous roles on request

Qualifications

This section lists, again in descending order, your qualifications and education.

Date:

Qualification:

Organisation:

(repeat as necessary)

Memberships, Extra-Professional Activities and Interests

This section lists your professional memberships, special interest groups, languages spoken or relevant personal activities that might positively impact on a board appointment.

Title/Type:

Organisation:

Activity:

Organisation:

Interests, interests, interests, interests

(repeat as necessary)

Referees

This section lists your referees' details as they can influence a board when making an appointment. Ideally your referees would be at board level. Do not include contact details.

Name:

Role/Title:

Organisation:

(repeat as necessary)

Contact details available on request