

Standard CV Content for a Board Role

1. Your name in full with any preferred abbreviation, and the date when you prepared your background.

And then, in no particular order, but as a general guide, aim for 3 – 5 pages:

2. Contact details – to include:

- Your address
- Home - if this is where you work from; and,
- Office - if you have one
(Indicate which is the most appropriate for contact)
- Telephone numbers
- Home/office/mobile – and your preference for contact
- E mail address and any other relevant contacts

3. Your current situation/position:

- Include title and employer/self-employed/'available for directorships'
- Any experience you have had with boards:
 - Working to, working with or working on boards
 - Include the name of the board and the dates of your involvement. If you can, give some detail about the type of board – i.e. an ASX or overseas listed company; a not-for-profit organisation; a family investment company; a government authority; a start up with a friend?
- A summary of your executive experience (briefly) to include:
 - Dates of employment
 - Name of employer
 - Title and brief description of role
 - Any particular details about your time in the role
 - (Most useful to list this in reverse chronological order)
- Details of any educational and professional qualifications:
 - Provide dates, name of institution and, if relevant, country where awarded
- Interests and areas of particular expertise:

- Give a little bit of information about yourself so that those reading this CV get a feel for you as a person.
- This might include your out of work pursuits or particular causes you are involved in – any pastimes or particular activities that help to fill out a picture of you.
- (Do you collect stamps or are you a weekend skydiver? Do you have a family? Lead a single life? Own orphanages in six countries?)

- Any areas where you believe you could make a difference or would at least like to have a go! Think about types of business and also consider industries where you would and would not have any interest:
 - Start up businesses or growth companies
 - Private equity opportunities
 - Listed companies
 - Government authorities and departments
 - Not-for-profit sector
 - Family and private companies

- Any particular interests you have where your experience or knowledge could help an organisation, for example:
 - Rural and agricultural issues
 - Business transformation/cultural change
 - Performing arts
 - Digital/new media

NB be sure to include dates and differentiate past and present positions.