

## SUGGESTIONS FOR PRELIMINARY DISCUSSION AROUND THE REQUIREMENTS OF A SEARCH PROCESS

### Questions about the organisation:

- What is available for Boardroom Partners to provide to potential candidates about the organisation?
- What is the decision making process and who is involved?
- Who will be the liaison person in charge of the process?
- What is the timeframe for completion?

### Questions about the position:

- How has the vacancy come about?
- What is the existing composition of the board, in terms of size, skills and experience, years of service and general contributions?
- Are there any specific tasks required?
- How much time would be expected to contribute to the board?
- Will any business development role be expected?
- Is any travel required?
- Would this person be required to sit on/chair any board committees?
- What are the fees for the position and how are they structured?
- What is the system for assessing contributions to the board?
- How does the board monitor its own performance?

### Questions about the ideal candidate:

- What is the key contribution expected?
- What would be the ideal background of the candidate?
- What are the main areas of expertise that are required?
- Are there particular industries with which the candidate must be familiar?
- Are there any areas that would constitute a conflict, where we should not look to source candidates?
- Is previous board experience essential?
- Are there any preferences regarding location, age, gender, nationality? (Some boards actively search for 'diversity' and seek particular characteristics in addition to the requisite skills and experience.)
- Can the person currently be holding an executive position?
- How important is profile or the ability to open doors?
- What kind of 'style' will work best with the board?