

Creating a governance CV

Tips when creating or updating your governance CV

Many CVs could be improved to better reflect a candidate's governance experience and achievements. Some relatively simple changes can be made to great effect.

In particular, does your CV:

- Clearly detail your experience of working with boards – either as a director, a chief executive reporting to a board or as a senior manager who understands the governance process?
- Adequately describe the size and type of organisations you've been involved with?
- Concisely list your governance, then your work history?

A governance CV is a different proposition from an executive CV. Governance skills, experience, training and relevant memberships should be prominent to demonstrate you are a governance professional.

Aim to keep your CV to 3-4 pages long. Use a plain clear font – do not reduce text size to make your CV appear shorter.

Have you considered a **governance statement**? This is a paragraph or two at the beginning of the CV that acts like an executive summary of your governance experience, and indicates your board room style and strengths.

We recommend tailoring the CV by highlighting aspects of your experience that will stand out to a recruiting Chair and/or board appointments committee. Remember that the 'stated' experience should be in proportion to the real experience, but make sure if you have the skills that fit the bill that you make these prominent.

Your CV is just one step in the appointment process, but it is important to get it right.

Guidelines for a governance CV

The following is a sample structure for a governance CV. A good CV has an element of personalisation but there is no one size fits all.

Personal details

Include details such as physical/postal address, phone numbers and email address. You might also like to include a link to your LinkedIn profile.

If you spend some time away from your home address it is useful to detail this. Don't feel you have to disclose personal details in depth, as you want the appointment committee to be concentrating on your skills.

Professional memberships

If you are member of the IoD you should include your member category, for example, Associate, Member, Chartered Member or Chartered Fellow. You should also include your post nominal, where applicable.

Note all current memberships, and only include previous memberships if relevant.

Summary of key skills/competencies

Concise bullet point format of where you can add value to a board. You can also include your membership category here. You could include a governance statement here, or insert under its own heading directly following this summary.

Governance experience

Current directorships

List position and start date (month and year) in reverse chronological order. Note if you are chair or a member of a committee.

Previous directorships

Same format as above – however limit the number of positions listed to the last 10-15 years.

Indicate (where possible) the entity type (eg listed, Crown Owned, private, NFP etc), annual turnover, assets and number of FTEs – particularly for lesser known organisations.

If you are an aspiring director

If you do not have any director roles, make a brief note here of your experience working with boards, and where you have gained governance knowledge, eg reporting to a board in an executive role.

Career summary

Same format as above; describe most recent roles but only list positions up to 15 years ago unless relevant.

Describe in a sentence or two the position's purpose, accountabilities, responsibilities and achievements to enable a prospective board to assess your experience and achievements within industry sectors.

Qualifications

List course name, institution, year completed. If a qualification is incomplete you may choose not to list it, or to note the reason for not completing.

Optional sections to include

Interests

Try to list only interests which may also relate to potential governance opportunities. We often conduct keyword searches to capture possible connections through a candidate's interests. For example if a client is looking for knowledge of the marine industry, we may carry out a keyword search on "yacht" or "boating" to identify candidates with an affiliation to that specific sector beyond their immediate executive or governance experience.

Achievements

Awards

Publications

Referees

If you choose to provide contact information for referees, please remember to update this. Nominate a maximum of two referee.

Example CV

Name

Contact Details

Address:

Mobile:

email:

Governance statement

This is a paragraph or two at the beginning of the CV that acts like an executive summary of your governance experience, and indicates your board room style and strengths.

Key skills and experience

- eg Leadership
- x years working in [Industry]
- x years board/governance experience

Governance experience

Organisation Name

month / year to present

Role eg Director

A brief description of the organisation. Include participation in major projects, key achievements/input, sub-committees etc.

Organisation Name month / year to month / year

Role eg Chair

A brief description of the organisation. Include participation in major projects, key achievements/input, sub-committees etc.

Executive experience

Organisation Name

Role/Title month / year to present

- Key responsibilities
- Key achievements

Organisation Name

Role/Title month / year to month / year

- Key responsibilities
- Key achievements

Education and qualifications

Date Course

Date Course

Date Course

Date Bachelor of xxx/ Diploma in xxx

Professional memberships

- Membership 1
- Membership 2

References

Include or available on request.