### b) Sample Board of Directors Application Form

#### Important note

This form should be used in conjunction with section 1.3 of the Governance Support Manual and be tailored by EYMs to suit their specific needs. The document should be printed on the EYM’s letterhead.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact phone number |  |
| Email address |  |
| Current employment details  - Organisation  - Type of business  - Role  - No. of years in the role |  |

**a)** Please list Boards and Committees that you are currently serving on, or have served on in the past. Please list name of organisation, role, and years on the Board/Committee.

**b)** Skills, Experience, Interests (check all that apply)

Suggested list of skills to include:

(*Fundraising, Marketing, Communication, Public Relations, Events management, Administration and Management of Early Childhood Service, Grant writing, Advocacy, Government Relations, Information Technology, Governance, Not-for-profit experience, Policy development, Education, Human Resources, Community/Welfare services, Other*).

**c)** Why are you interested in joining the [EYM name] Board? What do you hope to gain from this experience?

**d)** How do you feel [EYM name] can benefit from your involvement on the Board?

**e)** If successful, are you able to commit the time indicated in the position description to fulfil your responsibilities?

**f)** If you are not successful, would you like to volunteer or assist our organisation in other ways that match your skills and interest?

Please attach a copy of your current resume and send it to the following email address by [specify date] [provide email address to send application to].

All Board appointments are subject to satisfactory completion of police check, and Working with Children Check (volunteer).

By completing this application, you are verifying that all the information you have provided is true.