

Are you Board Ready?

Attributes, skills and experience needed for board or committee membership

While boards and committees are diverse and have specific membership requirements, there are some common attributes needed to be an effective member of any board or committee. Consider whether you're ready to serve on a board or committee by asking yourself the following questions.

Do I have these attributes?

- ✓ **Team Player:** the ability to work constructively with others in a team is vital for board or committee membership.
- ✓ **Commitment:** you must be dependable, accountable and committed to the board and its mission.
- ✓ **Confidence:** you must be confident of your knowledge and skills and have confidence in your fellow board members and the agency or organisation.
- ✓ **Positive and proactive:** you must be constructive, motivating, show initiative and perform proactively.
- ✓ **Flexibility:** to achieve outcomes you must be willing to consider other opinions.
- ✓ **Creativity:** the ability to think outside the box and be innovative is important for bringing new ideas to the table.
- ✓ **Integrity and professionalism:** you must demonstrate high standards of moral and ethical character and personal integrity.

Do I have these skills?

- ✓ **Communication skills:** the ability to communicate well with a diverse range of people – including stakeholders, other board members and directors – is crucial.

- ✓ **Analytical skills:** the capacity to analyse, evaluate and solve problems and apply strong critical reasoning is vital.
- ✓ **Time management skills:** the ability to juggle professional and personal life, meet deadlines and work under pressure are needed for board or committee membership.

Do I have the right experience?

- ✓ **Board or leadership experience** in a relevant sector or industry.
- ✓ **Relevant expertise** in the selected field. Familiarity with the relevant business structures, agency processes and other expertise specific to the board (such as financial management or legal skills) will enable you to be an active contributor.

Checklist for board membership

Ask yourself the following questions...

- ✓ Do I understand the role, aims and direction of the board or committee? Do I share these aims?
- ✓ Can I devote sufficient time and energy to attend meetings and carry out the role diligently?
- ✓ Do I have the qualifications and skills that are required for this role?
- ✓ Can I hold this position with integrity and without conflicts of interest?
- ✓ Do I have a high quality CV relevant for the board position which reflects my skills, experience and attributes?

If you answered 'yes' to the above, consider joining the **NSW Government Register for Boards and Committees** at:
<https://boards.dpc.nsw.gov.au/join/mine>