



# APPLICATION & BOARD READINESS SURVEY

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Developing Qualified Women  
Board Candidates

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## Developing Qualified Women Board Candidates

Inforum BoardAccess™ develops women candidates for seats on public and private corporate boards of directors. The program focuses on qualifying candidates today – and building a pipeline of future qualified candidates. BoardAccess provides tools, skills and support women need to be credible candidates. It creates networking opportunities for women to gain visibility and make connections that are critical for board placement. The initiative is designed to help retain Michigan's top female executive talent, improve board diversity, and enhance corporate decision-making processes.

The BoardAccess program consists of the following elements:

**ONE-ON-ONE COACHING** helps qualified senior executives chart a personal course for board service. Five coaching and pre-work sessions with a board mentor are tailored to fit a busy executive's schedule and provide an action-oriented, flexible framework for building a "board brand."

**EXCLUSIVE NETWORKING** opportunities connect qualified candidates with CEOs, current board directors, executive recruiters and other advocates for advice and support on the road to corporate board service.

**BOARDACCESS BRIEFINGS** broaden attendees' perspectives on board service and career decisions that may enhance future board credentials.

**NATIONAL REACH AND INFLUENCE** means BoardAccess participants benefit from Inforum's connection to national efforts and research to advance gender diversity on corporate boards.

# OUR APPROACH

Using a blended approach of self-discovery and proactive suggestions, our coaches stimulate creative thinking that will challenge and encourage participants to consider new and different ways of pursuing a Board seat, which may include:

- Identifying potential industries to target and specific companies within that industry;
- Researching “circle of influence” at each company;
- Identifying CEO’s or other executives who may be helpful; and
- Acquisition of new skills/experience to enhance board profile/bio.

Electronic PDF workbooks (such as this one) are used to guide your preparation for each coaching session, allowing you to easily share your progress with your coach.

The first step of your journey is to complete the following application and board readiness survey.

# Inforum BoardAccess™ Program Application

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Function: \_\_\_\_\_

Company: \_\_\_\_\_ Industry: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Time in Current Position: \_\_\_\_\_

Years of Professional Experience: \_\_\_\_\_

Years of Leadership Experience: \_\_\_\_\_

Highest Management/Leadership Level:

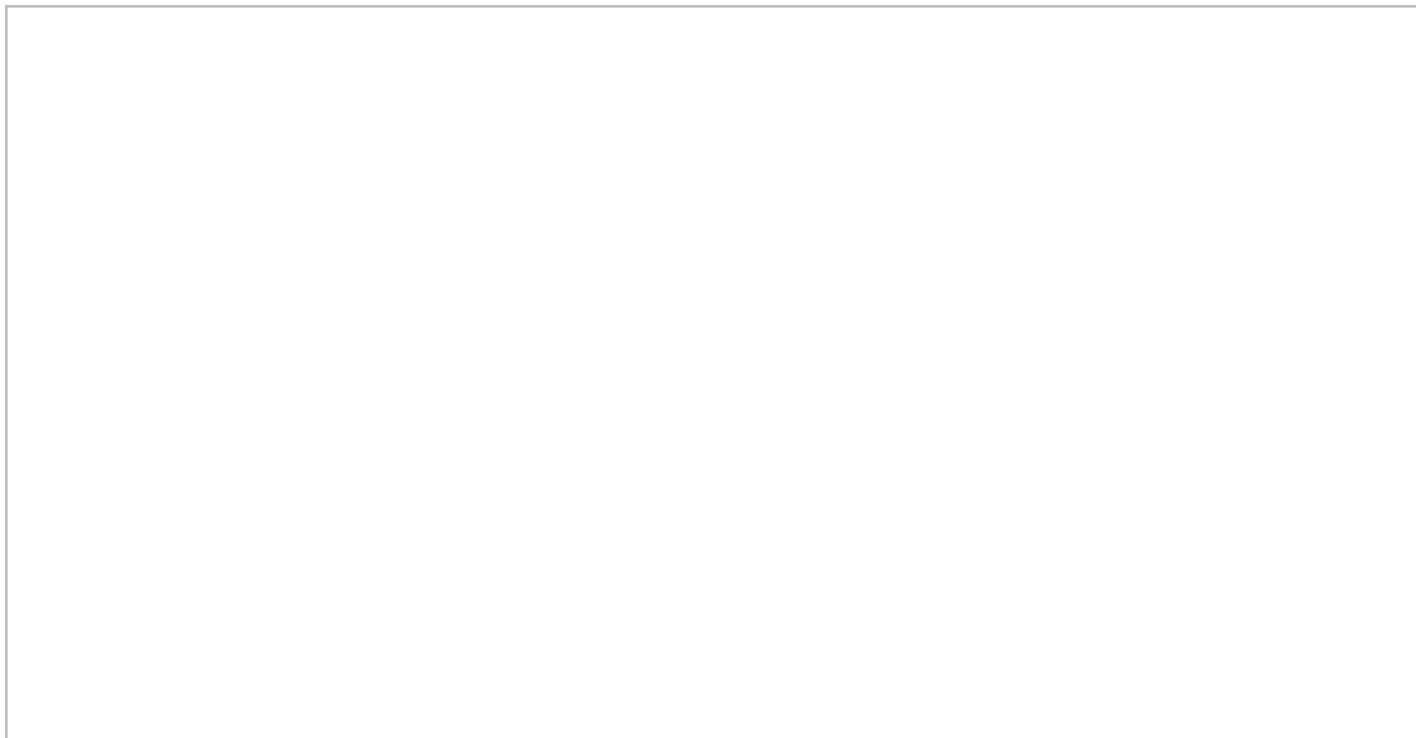
Brief description of your current role:

Number of:      Direct Reports \_\_\_\_\_      Indirect Reports \_\_\_\_\_

Please summarize your work experiences to date:

Please describe in detail why you are interested in board development training at this time.

What do you believe are your greatest barrier(s) to board service?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

# Inforum BoardAccess™ Board Readiness Survey

This survey will provide your coach with important background on your skills and experiences.

## FUNCTIONAL COMPETENCE

Boards of Directors today need members with a variety of functional competencies beyond the traditional ones of operating and financial expertise. The following list identifies some of the areas of interest to nominating committees and recruiters. Please indicate your familiarity with the areas using the indicated scale. Areas where you have little or no experience are ones where you can improve your understanding and experience. Those in which you are a subject matter expert or have a working knowledge and active involvement are ones to highlight in your board resume.

Be sure to consider your entire career and your breadth of similar experiences and responsibilities when completing this section.

### RATING SCALE

0 – No experience/understanding

1 – Limited knowledge

2 – Some knowledge

3 – Active involvement/understanding

4 – Subject expert

## BUSINESS DEVELOPMENT

Mergers and acquisitions including integration

Divestitures

Alliances/Partnerships

## INTERNATIONAL BUSINESS

- Lived and worked outside of the US
- Managed support staff outside of the US
- Managed operations outside of the US
- Expanded business outside of the US
- Developed partnerships/alliances outside of US
- Localized strategies to accommodate cultural difference

## HUMAN RESOURCES

- Executive compensation
- Engaging employees in change
- Attraction and retention
- Health care cost management
- Leveraging a culturally diverse organization
- Succession planning

## RISK MANAGEMENT

- Environment risks
- Directors and Officers liability
- Cyber Security



## **INTERNAL CONTROLS**

Inter-company pricing

Role of Information Technology

Deferred expenses

Fraud risk

## **STRATEGIC PLANNING**

Change management

Crisis Management

IPO planning

New product development

Business start-up

Restructuring

Performance metrics

## **MARKETING**

Leveraging a culturally-diverse customer base

Identifying and developing new customers

Achieving product or company differentiation

## FINANCIAL

Acquisition accounting

Financial instruments (i.e. foreign currency, interest rates, hedges, derivatives)

Income taxes and reserves

International accounting (IFRS)

Banking relationships

Investor relations

Audit functions

Capital markets

## TECHNOLOGY/IT

System architecture

Technology innovation

Software development

Organizational design

CRM

## LEGAL DISCLOSURE

Management's discussion and analysis

10K/Q footnotes

Sarbanes-Oxley Act

SEC requirements

## BOARD DYNAMICS AND PERSONAL COMPETENCIES

Your success in gaining a board position and adding value to a board is closely tied to your intangible attributes and how well you will fit with current board members. Each board has a unique "personality" and needs. Understand your personal attributes and look for board opportunities in which you can be comfortable and contribute.

Using the following scale, rate your strength in the attributes of successful boards.

### RATING SCALE

0 – Never    1 – Seldom    2 – Occasionally    3 – Usually    4 – Always

Acts with integrity, practices principle-centered leadership

Dedication to organizational mission/values

Assumes responsibility for actions and consequences

Can work well under demanding conditions

Demonstrates creative, outside the box thinking

Inquisitive, asks high-gain, perceptive questions

Exercises good judgement

Makes sound choices even without complete details

Not overly influenced by others

Seeks alignment after stating position

Action oriented

Responsive

Listens more than talks

Clearly conveys thoughts, influencer

Builds productive relationships

Leverages the skills and knowledge of peers to achieve common goal, builds on others' ideas

Big picture thinker

Patience for long-term results

Has a comfort level with the group process

Has an executive presence

Is optimistic and upbeat

Brings contacts and connections to the table