Recruitment pack for chair

This is intended for guidance only as each organisation needs to formulate a pack which is appropriate to the legal and operational structure, and the activities, size and complexity of your company.

Suggestions for inclusions in pack:

- A statement on what the organisation does, including mission and values
- Its legal and governance structures
- Biographies of the other trustees
- Essential skills/experience/qualities of the chair
- Role description – main duties of the chair
- Copy of (or link to) latest report and accounts
- Time commitment required
- Length of appointment and any other terms and conditions such as (non)remuneration and expenses
- The procedure for applying, including contact details of company and/or board representative to whom applicants can speak in advance of applying

(Some organisations request completion of a form for applying but the more general practice at present seems to be a request for submission of a CV and covering letter.)