

Non-Executive Director Application

This document should be filled out by each member/prospective member of the board to identify the experience and skills they bring to the organisation.

**Name:**

**Job Title:**

**Length of time in current position:**

# Chamber Membership

Which organisation are you representing:

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Are you a member of Doncaster Chamber: **Yes / No**

Motivation

Do you have a particular interest or reasons for being/wanting to be a NED at the Doncaster Chamber of Commerce? (100 words max)

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# Areas of work

Are there any areas of the work you have a particular interest in and would add the most value? 100 words only – you can use a bullet list.

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The following five members of the Chamber support this Nomination:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All applicants need to be aware of the following extract from the By-Laws of the Chamber of Commerce:

* An application to become a Director, can be rejected by a 75% majority vote of the elected directors of the Board if the applicant has been found personally in breach of legislation at a Court or Tribunal in the past 3 years which could bring the Chamber into disrepute, for example relating to but not restricted to, Equal Opportunities, Employment, or Health and Safety legislation. The applicant must provide details of any such breach(s) under separate cover, addressed to the President of the Chamber.
* A criminal records check will be undertaken for all applicants to join the board of directors and if unspent convictions are recorded against an applicant, then the existing board will discuss severity of the conviction and whether this could bring the Chamber into disrepute. In these circumstances an application to become a director can be rejected by a 75% majority vote of the elected directors of the board. Applicant should provide details of any unspent convictions under separate cover, address to the President of the Chamber. Further details of what constitutes an unspent conviction can be found at [www.crimalrecordchecks.co.uk/criminal-convictions/crbdisclosure-spent-unspent-convictions.htm](http://www.crimalrecordchecks.co.uk/criminal-convictions/crbdisclosure-spent-unspent-convictions.htm).
* By signing the nomination form the applicant agrees to the criminal records check being undertaken.

If anyone has any queries regarding the above By-Laws, then please contact the Chief Executive or President of the Chamber for further information on 01302 640100.

Nomination forms with original signatures must be received by Doncaster, addressed to: Sophie Moore, Company Secretary, Unit 1, Ten Pound Walk, Doncaster, DN4 5HX. It can be hand delivered, sent by post or emailed to: smoore@doncaster-chamber.co.uk

Skills Audit

**It is key for our organisation to know what skills and knowledge its Board members have. We shall use the outputs to identify the skills gaps on the Board we are aiming to fill.**

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|  | Your Name: | **How important are these skills / experience for Doncaster Chamber’s Board? This doesn’t mean that every member has to have such skills & experience but that they should be covered, within the membership of the Board – and then the questions is how important is each?** | **How do you rate your own skill & experience in each area?** |
|  |
| **Skills & Experience** | Rarely/never important | Useful | Important | Crucial | None | Some understanding / experience | Significant understanding / experience | Professional expertise |
| Governance & Legal | Serving on a board or committee |  |  |  |  |  |  |  |  |
| Providing support / constructive challenge to senior leaders |  |  |  |  |  |  |  |  |
| Governance |  |  |  |  |  |  |  |  |
| Legal obligations |  |  |  |  |  |  |  |  |
| Equality & Diversity |  |  |  |  |  |  |  |  |
| Environmental Sustainability |  |  |  |  |  |  |  |  |
| Health & Safety |  |  |  |  |  |  |  |  |
| Data Management & Protection |  |  |  |  |  |  |  |  |
| Dealing with issues relation to prejudice |  |  |  |  |  |  |  |  |
| Safeguarding |  |  |  |  |  |  |  |  |
|  |  | **How important are these skills / experience for Doncaster Chamber’s Board? This doesn’t mean that every member has to have such skills & experience but that they should be covered, within the membership of the Board – and then the questions is how important is each?** | **How do you rate your own skill & experience in each area?** |
| **Skills & Experience** | Rarely/never important | Useful | Important | Crucial | None | Some understanding / experience | Significant understanding / experience | Professional expertise |
| Strategy & Planning | Partnership working |  |  |  |  |  |  |  |  |
| Chamber relevant networks |  |  |  |  |  |  |  |  |
| Connections with the community |  |  |  |  |  |  |  |  |
| Institutional knowledge of Doncaster Chamber |  |  |  |  |  |  |  |  |
| Campaign / lobbying |  |  |  |  |  |  |  |  |
| Knowledge of & relationships with key influencers |  |  |  |  |  |  |  |  |
| Advocacy & managing relationships with key partners |  |  |  |  |  |  |  |  |
| Education (primary, secondary & tertiary sectors) |  |  |  |  |  |  |  |  |
| Impact Measurement |  |  |  |  |  |  |  |  |
| Political and parliamentary |  |  |  |  |  |  |  |  |
| Organisation planning |  |  |  |  |  |  |  |  |
| Management (business/leadership/people) |  |  |  |  |  |  |  |  |
| Knowledge of Chamber Network |  |  |  |  |  |  |  |  |
|  |  | **How important are these skills / experience for Doncaster Chamber’s Board? This doesn’t mean that every member has to have such skills & experience but that they should be covered, within the membership of the Board – and then the questions is how important is each?** | **How do you rate your own skill & experience in each area?** |
| **Skills & Experience** | Rarely/never important | Useful | Important | Crucial | None | Some understanding / experience | Significant understanding / experience | Professional expertise |
| Finance & Commercial | Understanding budgets & financial reports |  |  |  |  |  |  |  |  |
| Understanding & evaluating financial systems & controls |  |  |  |  |  |  |  |  |
| Business / Strategic Planning |  |  |  |  |  |  |  |  |
| Change Management |  |  |  |  |  |  |  |  |
| Assessing & Managing risk |  |  |  |  |  |  |  |  |
| Technology and systems |  |  |  |  |  |  |  |  |
| Knowledge of International Trade |  |  |  |  |  |  |  |  |
| Knowledge of Education sector |  |  |  |  |  |  |  |  |
| Customer Care |  |  |  |  |  |  |  |  |
| Business Scale Up |  |  |  |  |  |  |  |  |
| Business Start Up |  |  |  |  |  |  |  |  |
| Enterprise / Business Development |  |  |  |  |  |  |  |  |
| Income generation |  |  |  |  |  |  |  |  |
| Project management |  |  |  |  |  |  |  |  |
| Social Enterprise |  |  |  |  |  |  |  |  |
| Voluntary Sector/ Not for profit |  |  |  |  |  |  |  |  |
| Membership organisation experience |  |  |  |  |  |  |  |  |
| Fundraising / Sponsorship |  |  |  |  |  |  |  |  |

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|  |  | **How important are these skills / experience for Doncaster Chamber’s Board? This doesn’t mean that every member has to have such skills & experience but that they should be covered, within the membership of the Board – and then the questions is how important is each?** | **How do you rate your own skill & experience in each area?** |
| **Skills & Experience** | Rarely/never important | Useful | Important | Crucial | None | Some understanding / experience | Significant understanding / experience | Professional expertise |
| Leadership & People Management | Coaching & mentoring |  |  |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |  |  |
| Conflict Resolution |  |  |  |  |  |  |  |  |
| Legal obligations |  |  |  |  |  |  |  |  |
| HR / people management / employment issues |  |  |  |  |  |  |  |  |
| Training & CPD |  |  |  |  |  |  |  |  |
| Marketing & Audience Engagement | Marketing and PR |  |  |  |  |  |  |  |  |
| Digital (incl communication, marketing, delivery) |  |  |  |  |  |  |  |  |
| Work with / representation of disadvantaged or under-represented groups |  |  |  |  |  |  |  |  |
| Listening |  |  |  |  |  |  |  |  |
| Media spokesperson |  |  |  |  |  |  |  |  |
| Understanding of issues around disability |  |  |  |  |  |  |  |  |

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|  |  | **How important are these skills / experience for Doncaster Chamber’s Board? This doesn’t mean that every member has to have such skills & experience but that they should be covered, within the membership of the Board – and then the questions is how important is each?** | **How do you rate your own skill & experience in each area?** |
| **Skills & Experience** | Rarely/never important | Useful | Important | Crucial | None | Some understanding / experience | Significant understanding / experience | Professional expertise |
| Please use these lines for any additional skills/experience  |  |  |  |  |  |  |  |  |  |
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Please use these boxes to expand on any of your entries above, if that would be helpful:

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| Which of the following sectors do you have knowledge or experience of – current or prior |
| Agriculture |  | Arts, culture and entertainment |  |
| Automotive |  | Business and professional services |  |
| Charity / not for profit |  | Computers and telecommunications |  |
| Construction and trades |  | Education |  |
| Finance and insurance |  | Government |  |
| Healthcare |  | Hospitality and tourism |  |
| Industry expertise |  | Legal |  |
| Manufacturing and engineering |  | Marketing and PR |  |
| Personal services and Care |  | Pets and Veterinary |  |
| Photography |  | Real Estate, property and storage |  |
| Retail and wholesale |  | Sports and leisure |  |
| Transport and Logistics |  | Print and Design |  |
| Restaurants, food and beverages |  | Security |  |
| Training |  | Utilities and environment |  |

# Equality and Diversity monitoring form

Doncaster Chamber of Commercewants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, contact smoore@doncaster-chamber.co.uk

Please return the completed form with your completed application/skills audit form.

**Gender** Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes [ ]     No [ ]  Prefer not to say [ ]

**Age** 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]
 50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

***Asian or Asian British***

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Prefer not to say [ ]

Any other Mixed or Multiple ethnic background, please write in:

***White***

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]  British [ ]  Gypsy/Irish Traveller [ ]  Prefer not to say [ ]

Any other White background, please write in:

***Other ethnic group***

Arab [ ]  Prefer not to say [ ]  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes [ ]  No [ ]  Prefer not to say [ ]

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Asexual [ ]  Pansexual [ ]  Undecided [ ]  Prefer not to say [ ]

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please write in:

**What is your working pattern?**

Full-time [ ]  Part-time [ ]  Prefer not to say [ ]

**Do you have caring responsibilities? If yes, please tick all that apply**

None [ ]

Primary carer of a child/children (under 18) [ ]

Primary carer of disabled child/children [ ]

Primary carer of disabled adult (18 and over) [ ]

Primary carer of older person [ ]

Secondary carer (another person carries out the main caring role) [ ]

Prefer not to say [ ]