

Checklist for Assessing Candidates for Board of Directors Roles

1. Qualifications and Expertise

- **Industry Knowledge:** Assess their familiarity with the industry and understanding of market trends.
- **Functional Expertise:** Evaluate their expertise in relevant areas such as finance, legal, technology, or operations.
- **Board Experience:** Review their prior experience serving on boards and committees.

2. Leadership and Strategic Vision

- **Leadership Skills:** Evaluate their track record of leadership and ability to inspire and motivate others.
- **Strategic Thinking:** Assess their capability to contribute to the development and execution of strategic plans.
- **Innovation and Creativity:** Consider their ability to bring innovative ideas and solutions to the board.

3. Governance and Ethics

- **Governance Understanding:** Determine their knowledge of corporate governance principles and best practices.
- **Ethical Standards:** Assess their commitment to ethical conduct and integrity in decision-making.
- **Compliance Awareness:** Review their understanding of regulatory requirements and compliance issues.

4. Financial Acumen

- **Financial Oversight:** Evaluate their ability to provide oversight and guidance on financial matters.
- **Risk Management:** Assess their understanding of financial risks and strategies to mitigate them.
- **Financial Analysis:** Review their capability to analyse financial reports and make informed decisions.

5. Communication and Interpersonal Skills

- **Effective Communication:** Evaluate their ability to communicate clearly and persuasively with stakeholders.
- **Relationship Building:** Assess their skill in building and maintaining relationships with shareholders, executives, and external partners.
- **Conflict Resolution:** Review their approach to resolving conflicts and fostering collaboration within the board.



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6. Commitment and Availability

- **Time Commitment:** Determine their availability and willingness to dedicate sufficient time to board responsibilities.
- **Board Engagement:** Assess their interest in and commitment to participating actively during board meetings and discussions.
- **Long-term Commitment:** Evaluate their commitment to serving on the board for an extended period and advancing the organization's interests.

7. Diversity and Inclusion

- **Diversity Considerations:** Ensure diversity of perspectives, backgrounds, and experiences in the boardroom.
- **Inclusive Leadership:** Evaluate their ability to promote diversity and inclusion initiatives within the organization.

8. Peer and Stakeholder Feedback

- **360-Degree Feedback:** Gather input from peers, supervisors, and other stakeholders on the candidate's leadership qualities and suitability for the board role.
- **References:** Contact external references to validate the candidate's qualifications, performance, and reputation.

9. Alignment with Board Needs

- **Skills Assessment:** Align the candidate's skills, expertise, and experience with the board's current and future needs.
- **Skills Matrix:** Ensure a balanced board composition that covers key competencies required for effective governance and oversight.

10. Legal and Regulatory Compliance

- **Background Check:** Conduct a thorough background check to verify qualifications and ensure compliance with legal requirements.
- **Conflict of Interest:** Assess any potential conflicts of interest and their ability to manage them effectively.



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