



HOW TO POST A VACANCY

Women on Boards invites organizations in all sectors to list NED, trustee and committee roles on our website free of charge. By doing so you will increase the transparency of the recruitment process and hopefully attract some interesting and diverse candidates.

To post a position, simply follow [this link](#) and complete the online form per the instructions below.

Please note that we only list board roles. We do not list executive director roles, only NEDs, Trustees, Governors (including board committee, council and panel roles).

1. You need to register on the website before you can post a position, but this is free to do. Just sign up as a Member on [this page](#).
2. Logo size. Not required but we recommend you include it. Loads faster if it is less than 30Gb. Tip: You can use PAINT to open .jpg and .png files and RESIZE them
3. Dropdown choices. We have tried to provide a reasonable range, but don't worry too much if you can't find what you feel is an exact match. Pick the closest fit.
4. Most of the fields are mandatory (marked with a *), however there is no need to add extensive details unless you chose to, particularly if the main details are contained on another website.
5. State/region: An indication of the region where the organization operates. Most relevant for NHS trusts and Housing Associations which want members who live in a certain part of the UK
6. Skills Sought – up to 5 skills. If you start typing, you will get a selection of options (see below). Again, pick the closest match.

The screenshot shows a form with several fields. The 'Skills Sought' field is active, with a dropdown menu open. The text 'technol' is entered in the input box. The dropdown list contains the following options: 'Information Technology / Systems' (highlighted in blue), 'Digital Strategy / Technology Strategy', 'Information Technology / Systems', 'Technology Infrastructure / Technology roll-out', 'Innovation', and 'Technology Transfer / Technology Trends'. Other fields visible include 'Duration of Appointment', 'Remuneration', and 'How to apply', all marked with an asterisk to indicate they are mandatory.

7. **How to apply.** This will usually contain a link to the main job posting on your website. It is fine to put up minimum details on the WOB website and use this link to point people to the main source of information.

Note: We advise our members looking for board positions that it is always a good idea to make a phone call and speak to someone to get further details about a board vacancy. We recommend that you make someone available, such as the Chair, CEO/Director or another named person, who is ready to take calls and answer questions about the organization, the board itself and what you

are really looking for. Good candidates typically want to do some due diligence before investing the time in an application.

What happens once you post the vacancy?

8. There is a final step whereby WOB approves the vacancy, after which it will go live and be available to our subscribers and corporate members (6,500 in August 2016). This step enables us to check that the roles being posted are board roles.
9. Once you have submitted your posting you will be able to see your vacancy by using the My Posted Positions drop-down in the top right hand menu, next to your name.
10. You can edit the vacancy using the Icon under Actions. Once WOB has approved the vacancy the status will change from New to Approved.

The screenshot shows the 'My Posted Positions' page on the Women On Boards website. The page features a navigation bar with the WOB logo and various menu items. A success message at the top reads: 'Success! Your Position has been submitted for approval'. Below this is a table with the following data:

ID	Available Positions	Sector	Rem	Closing	Status	Actions
488	Future Cities Catapult United Kingdom	Scientific / Technical / Environmental Services	Director fees	31 Aug 2016	New	

On the left side of the table, there are filters for 'Keyword', 'Sector', and 'State'. The 'State' filter is expanded, showing a list of regions with checkboxes: All, United Kingdom, England, Greater London, East Midlands, East of England, and Ireland.

If you have any questions, please email us at contact@womenonboards.co.uk or call the WOB UK office on 0207 493 5852.

Thank you for posting your board position on our website!