

HOW TO POST A VACANCY

Women on Boards invites organisations in all sectors to list NED, trustee and committee roles on our website free of charge. To do so, simply follow this [link](#) and complete the online form per the instructions below.

You need to be a WOB member to post a vacancy on our website, so we recommend that you [sign up] to our network (free of charge) to enable you to post, view and edit vacancies that you have posted. For full access to all of our board positions we recommend you become a [subscriber member].

There is no option to save the form as you progress through, so please work through the form in one sitting. If you are "timed out" from the website due to inactivity for more than 10 minutes, unfortunately your work will be lost. (need to check if this is correct). Once all entries are complete, it is possible to save a position as draft before submitting for approval. Once a role has been approved, you will receive an e mail telling you this and you will still be able to edit your role at any time whilst the position remains open. Note a role which has been edited will be taken temporarily off the vacancy board until it has been reapproved.

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

Position Details

- **Company:** *The name of the organisation looking for the board member / trustee.*
- **Company Logo:** Optional
- **Organisation Type:** *Select from the dropdown list the type that best reflects the legal structure or type of organisation.*
- **Industry/Sector:** *Select the closest industry match*
- **State/Region:** *Where does the organisation operate. Please note that although the board may sit in one part of the country, if the organisation's work is national please select United Kingdom.*
- **Country:** *Defaults to UK.*
- **About the organisation:** *Include an overview of what the organisation does.*
 - *Consider including the mission/vision and budget/organisation size*
 - *Future direction and intention of the organisation is often useful to give an indication of the nature of the work the board will be dealing with.*
- **Web:** *The organisation's website (copy and paste from web address toolbar)*
- **Position Title:** *Choose from dropdown menu*
- **Position Description:** *Provide a brief description of the position, expected time commitment*
- **Number of positions:**
- **Selection Criteria:** *Provide a brief description of the key experience and background required. Link to a role description where available for more detail.*
- **Skills Sought:** *You may specify up to 5 skills and must specify at least one. Do not worry too much if you cannot find the exact skill you want; just ensure the Selection Criteria (above) reflect the skills requirements.*

- **Duration of Appointment:** *Select the closest match from the dropdown list.*
- **Remuneration:** *Choose from dropdown menu*
- **How to apply:** *Please direct applicants to the main vacancy listing online or to the main point of contact. Where the Chair or Chief Executive is available to talk with potential candidates, please provide direct contact details .Include the source of the role.*
- **Closing Date:** *the closing date for applications*
- **Contact Person:** *enter the name of the individual who can be contacted to find out more about the position or the selection process for the role in question.*
- **Contact Number:** *Contact phone number (not essential).). Leave blank if unknown.*
- **Contact Email:** *Email address of the main contact. You are not able to submit a vacancy without a contact email address.*

Review and Submit

Once you have completed the online form, you will have an opportunity to review your position and then choose whether to save as draft or submit. Once you choose to submit you will either be taken to a page that will confirm your position has been submitted for approval or if it has not been successfully uploaded, you will be directed to fill in gaps in the form where details are missing. Please do review your vacancy upon completion.

To view or edit your vacancy

You are able to view your vacancy at any time by logging onto the website and selecting the ‘My posted positions’ option under your log in name. You will be able to see a list of the vacancies you have posted and the status. You are able to edit your vacancy by selecting the ‘pencil’ icon on the right hand side at any time even once approved.

Steps:

1. Login to the website
2. Select the “My posted positions” link, top right on the screen (under your log in name)
3. Choose which vacancy you wish to view or edit
4. Click on the name of the organization if you wish to view or the pencil icon to the right if you want to edit the role.. If you require any changes to be made once the post has been approved it is still possible to do this. Note status to the vacancy will change until it has been approved and will not be live on the website until approved.

Please note. Beware of cutting and pasting from a WORD DOCUMENT into any of the web forms. Microsoft Word contains hidden formatting characters and the text will not look the same once displayed on the website. To avoid this, you can cut and paste into Notepad first, and then cut and paste into the web form.