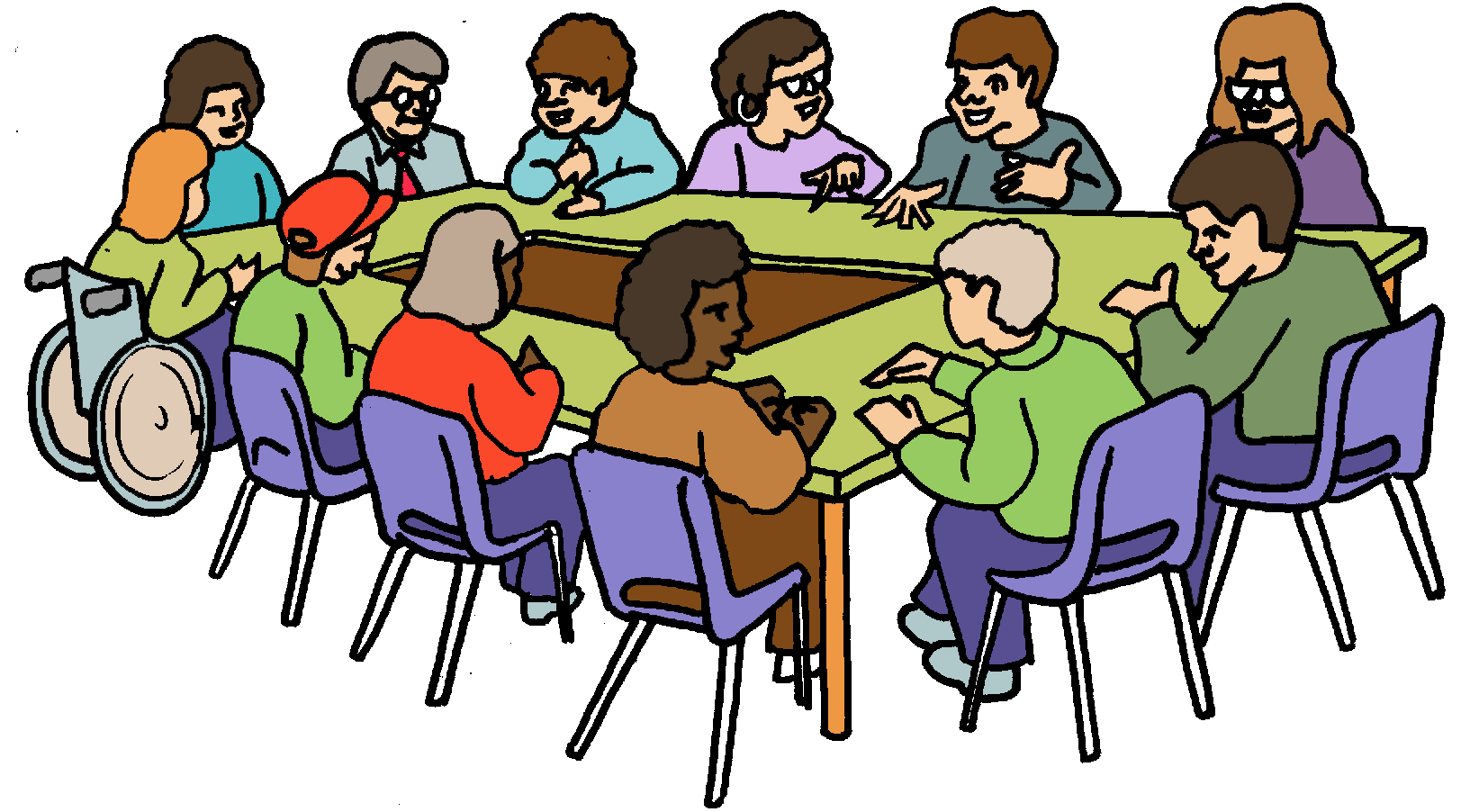
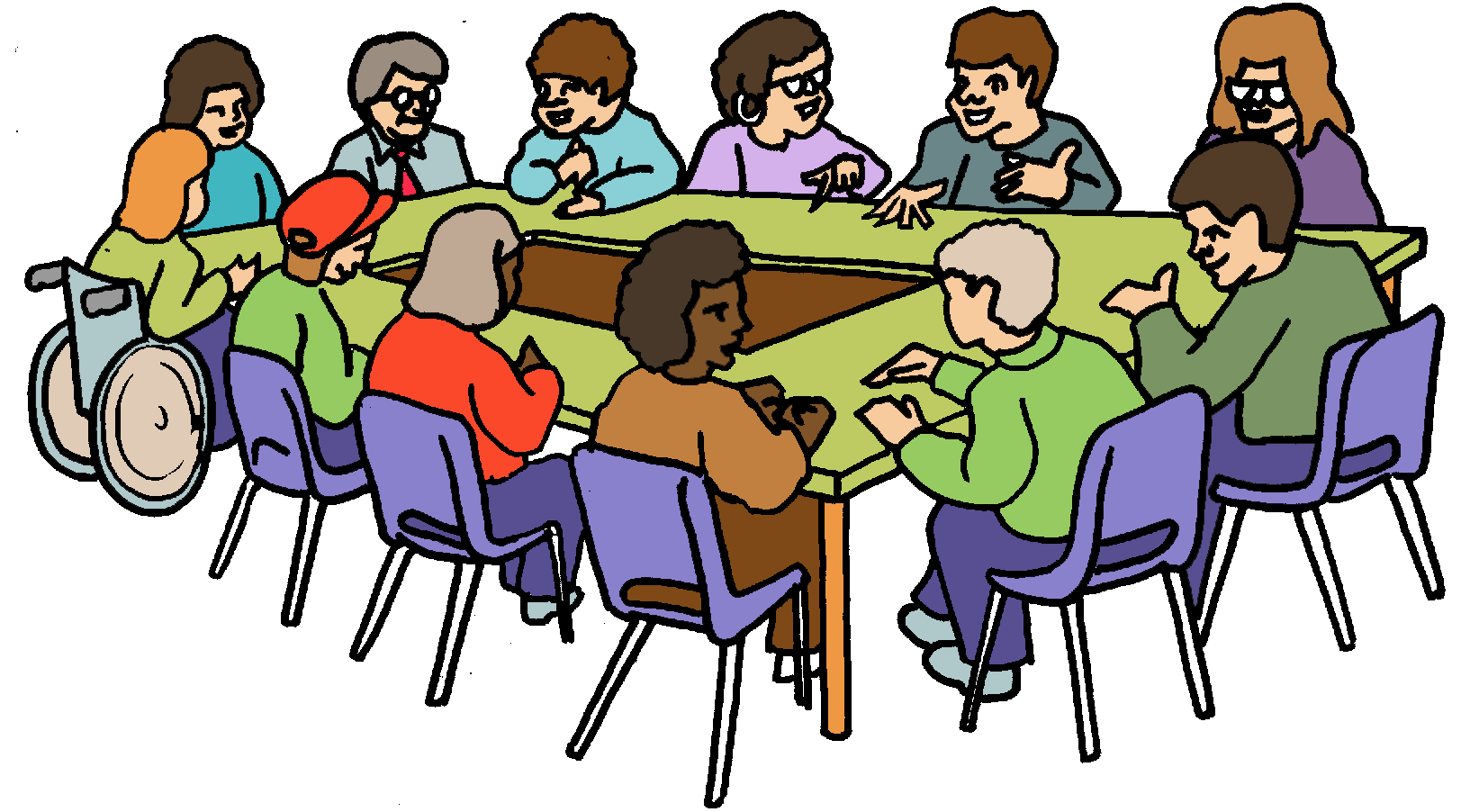
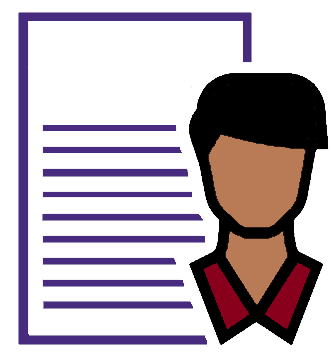
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**How to talk about your skills**

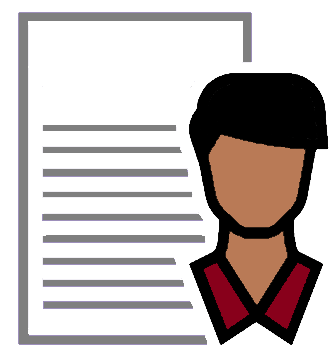
**We call this a Resume**

**You want to join a Board**

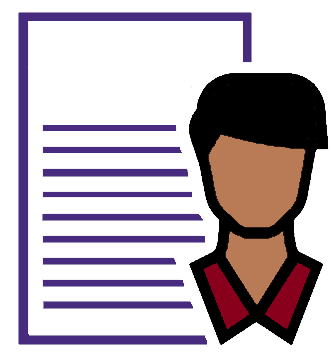


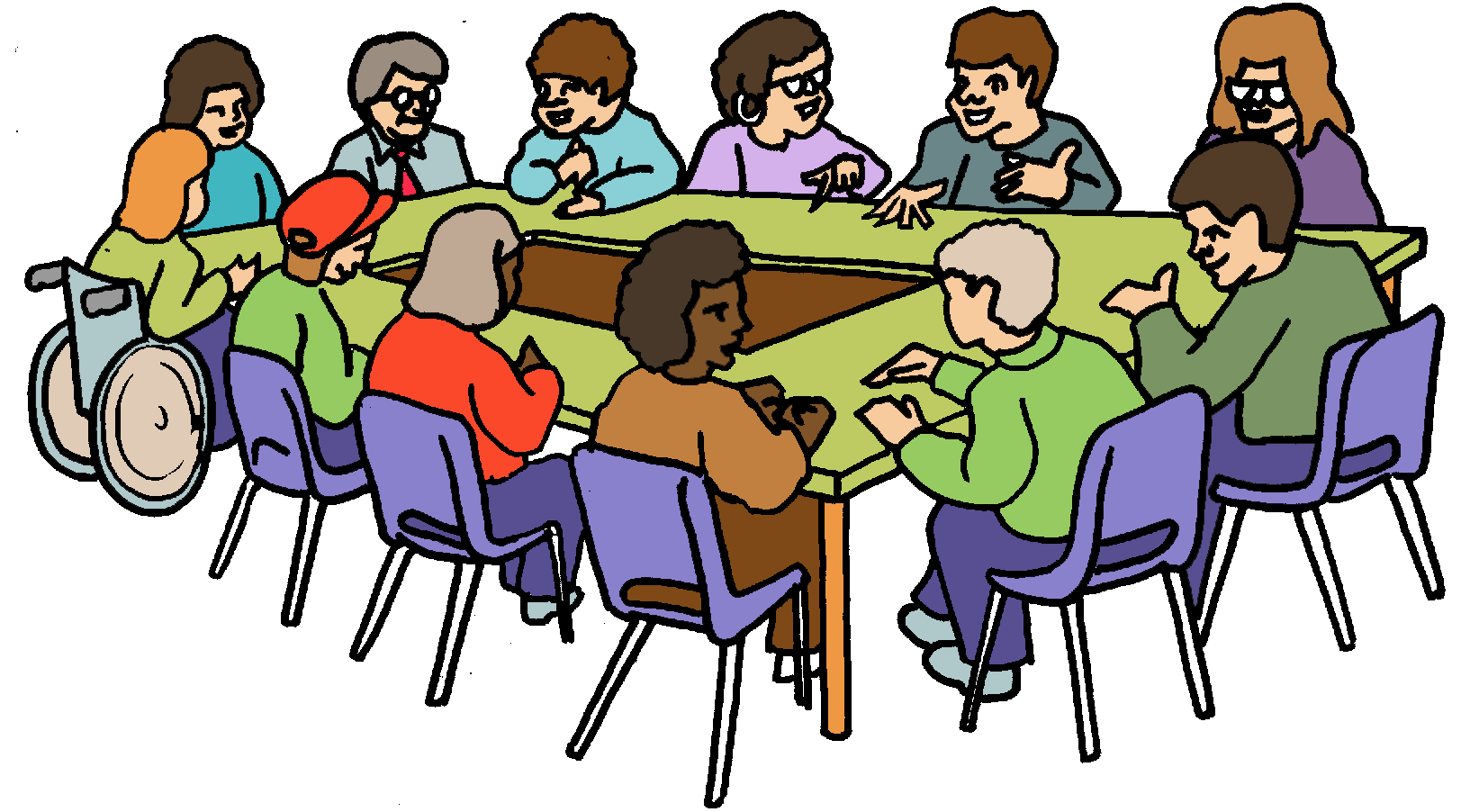
You need to write about what you can do.

It is called a **Resume**.

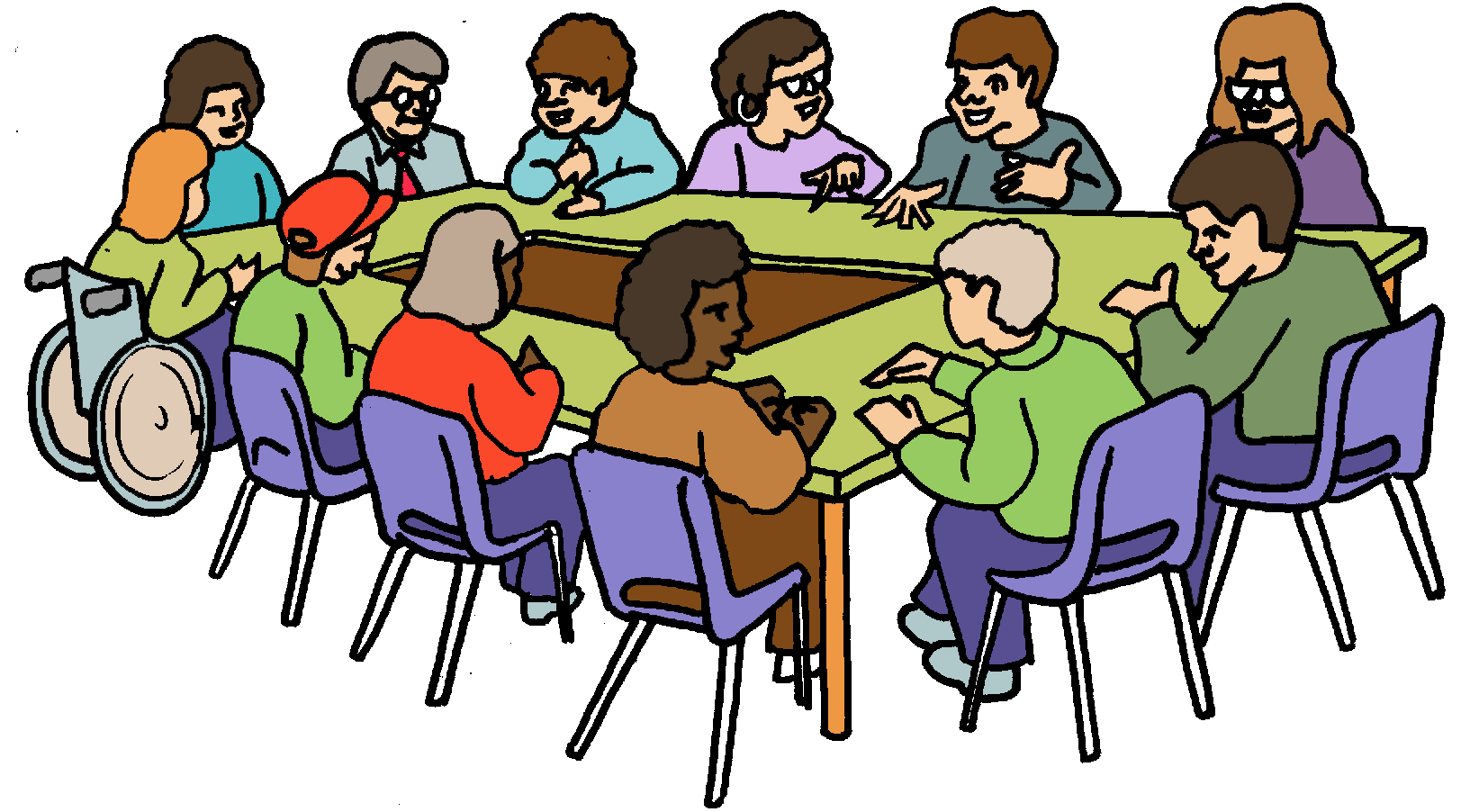
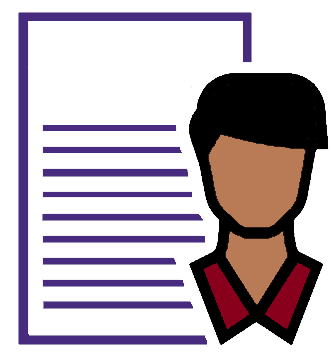
You did a resume when you looked for jobs.

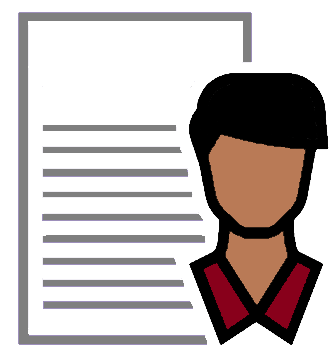
This was your Job Resume.



You need to write a resume for the Board.

This is called your Board Resume.

**Your Board Resume**

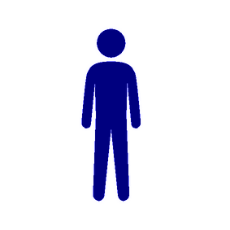
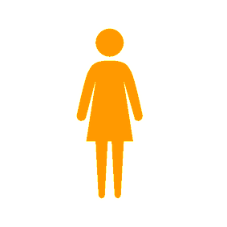


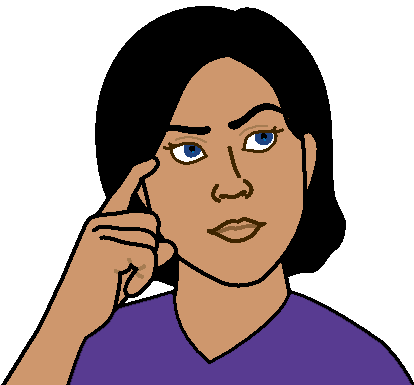
This is not a Job Resume.

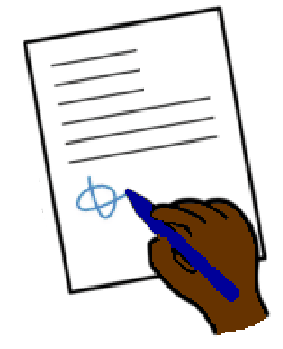


Your Board Resume will say what you are good at.

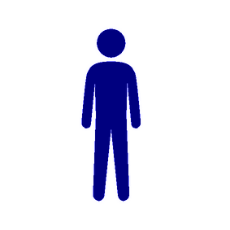
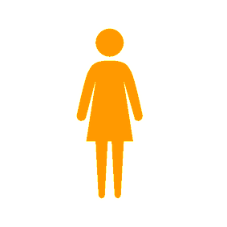
This Resume will tell the Board about your skills. Like



* how you work well with others
* how you tell others what is good or bad
* that you can think of new ideas
* you understand what needs to happen to make the organisation better.

It will also tell the Board you know about

* what government rules mean for the Board
* what you know about the laws for this organisation
* the way you work with other people



* what is important to you. These are called

your **values.** Like

* respect. Every one must treat each other well
* kindness. Every one must be kind to each other.

Your resume also needs to say that you understand

* the need to plan the use of money
* there are risks in how money is used.
* to make money is a good goal.

It will also say

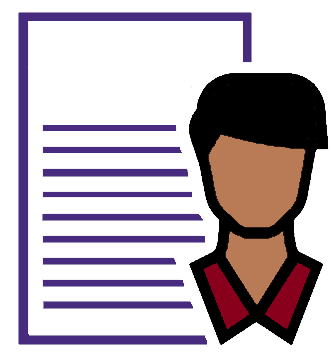
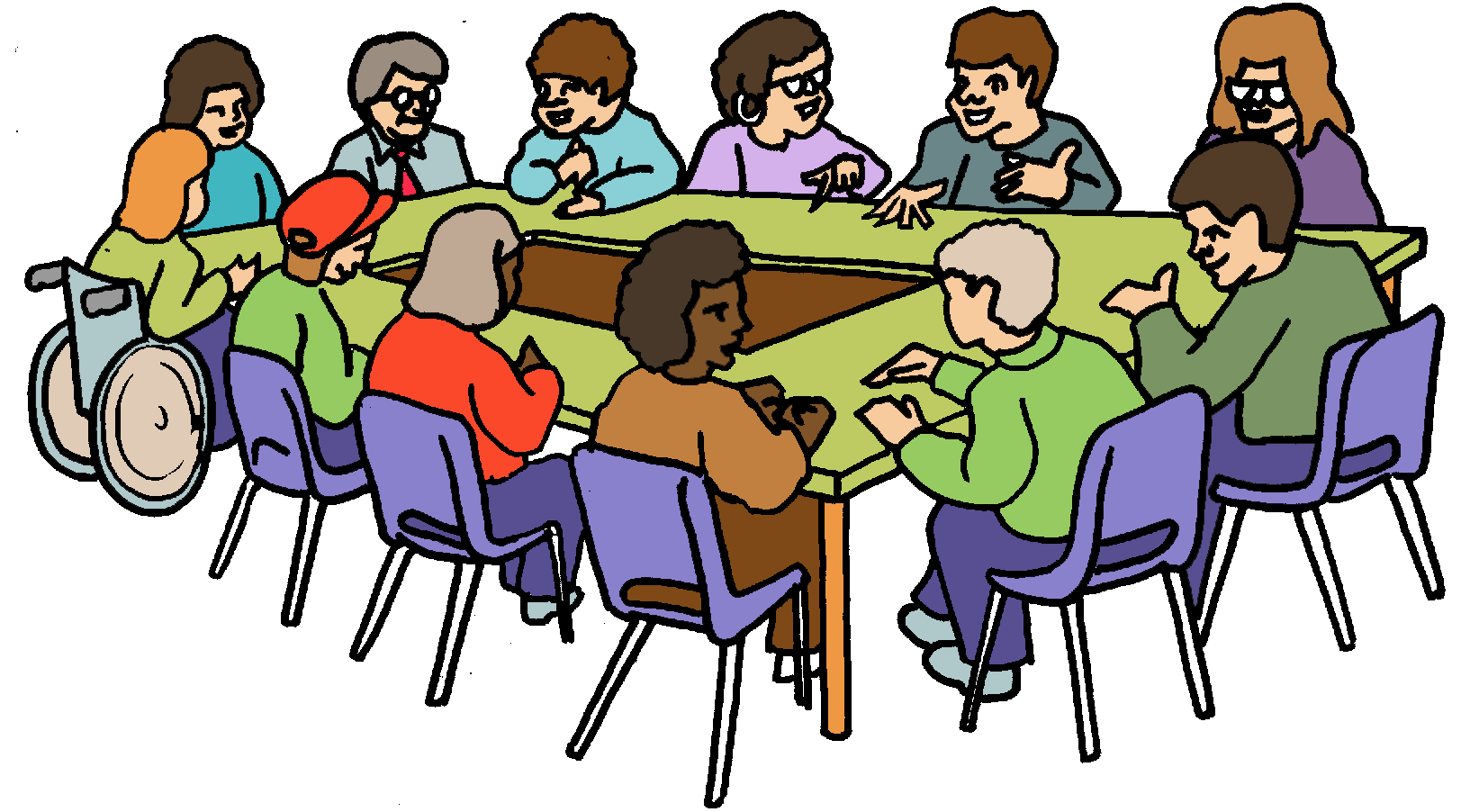


* what you think about safety at work

**and**

* what can be done to be more safe at work.
* how you work out when a job is OK for staff to do. This is also called **risks.**

This is all called Occupational Health and Safety.

**Things you can write in your**

**Board Resume**



1. ****Write the courses you have done. Like

* training courses
* your school
* TAFE training
* university courses.

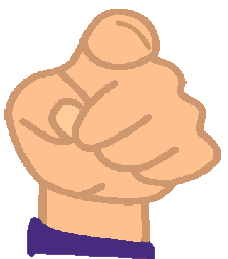
**And**



The Board wants to know more about what

you think about

* planning
* big ideas
* how to know staff are doing things the right way.

1. Tell the Board what is different about you. It may be

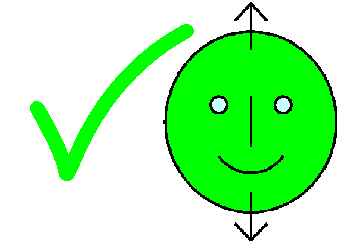
* what you know about this business

**or**

* you have been on other Boards.

It helps to have lots of different people on the Board.

This is called **diversity**.

1. Good communication

The Board wants to know how you tell people things.

**And**

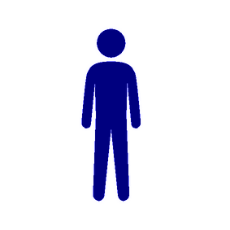
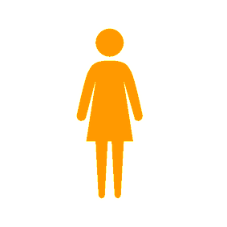
The way you put information together. They want to see how you write or record your Board Resume. Like

* it is clear
* easy to read
* so the reader can understand

**and**

* know what skills you are good at.

1. Tell stories from your life about



* how you work well with other people.

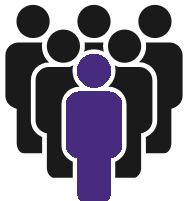
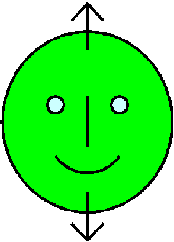
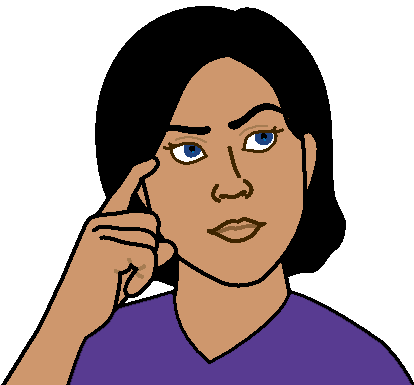
This is also called **collaboration**

* how you changed some thing to make it better

for every one. This is also called **compromising**

* how you listen to other people. Like you check every person has a turn to talk at the meeting.

This is also called **active listening.**

1. Tell a story about when you lead a team of workers. This is called **leadership.**
2. Write about the things you know about this

sort of organisation. Like you want to join the

Board of a Sports Club. Talk about what you

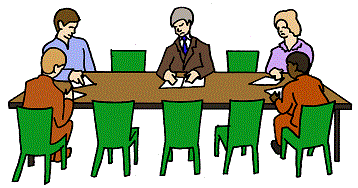
* like about that sport
* why it needs to be important to more people
* what you may have seen in other places.

1.  Write a list of other places you have worked.

Also write any places you have done volunteer work

Like 4 hours each week at the school library.

1. Write a list of



* other Boards you have been on
* other committees you have been on.

1. You can tell a story about how you



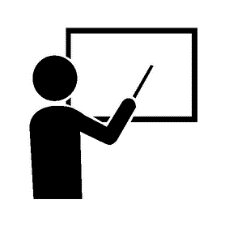
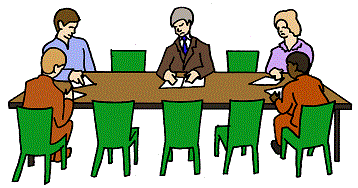
* worked with the other Board members
* made people think of things that need to change. Like
* to have more women on the Board.

**or**

* to have more people with disabilities

on the Board.

1. Write a list of any courses you have done



that help you be a Board member. Like

* how to read the pages about money
* the laws a Boards need to know.

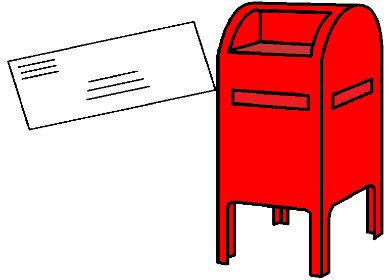
**More information**

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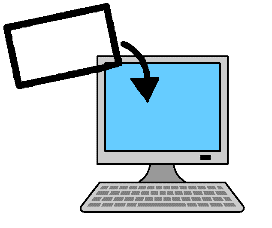
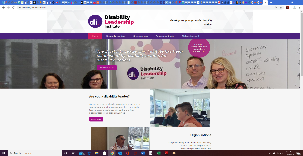
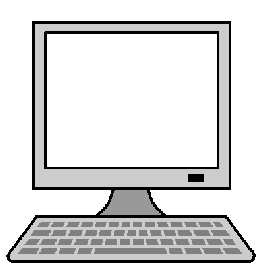
Towards Board Diversity is supported by the

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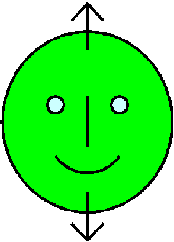
http://disabilityleaders.com.au

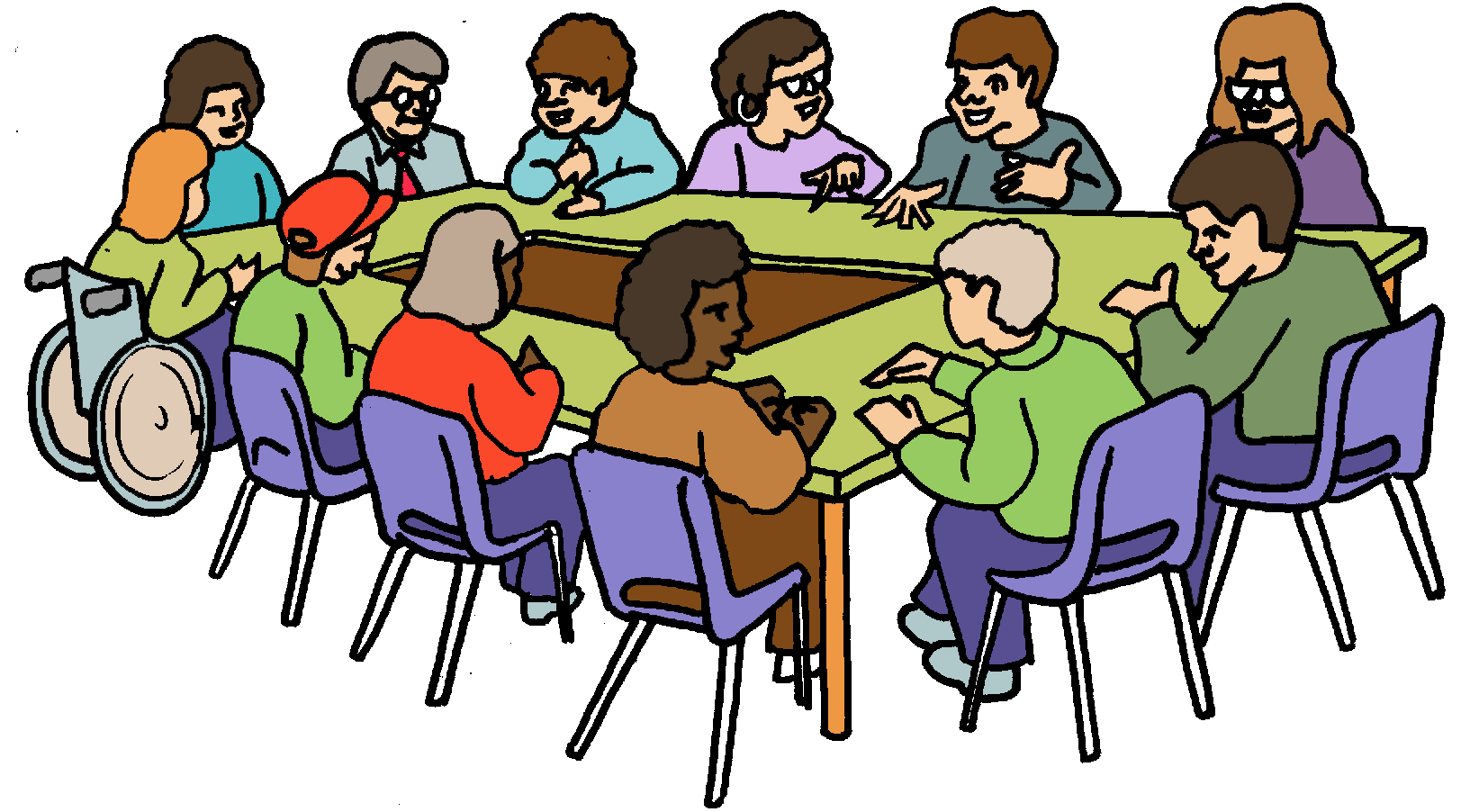
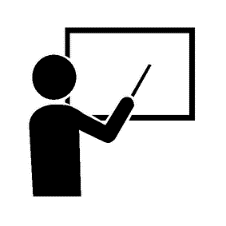
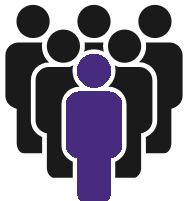
engage@disabilityleaders.com.au

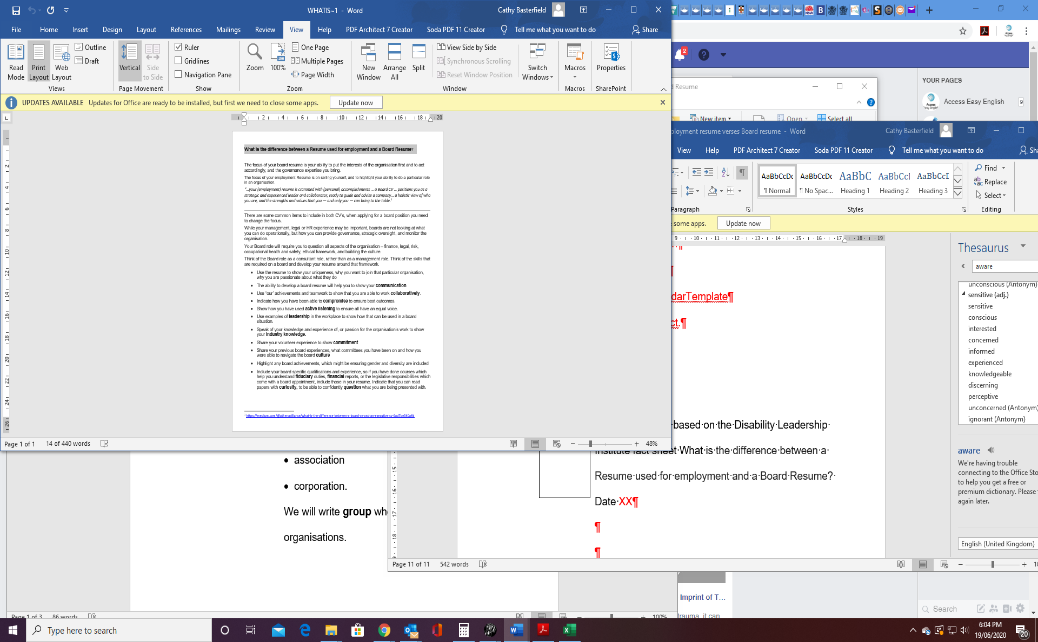
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This fact sheet is based on the Disability Leadership Institute fact sheet What is the difference between a Resume used for employment and a Board Resume? June 2020.

Access Easy English wrote the Easy English.

June 2020.