



Sample Board Member Reference Request Letter

Dear <Reference Name>

<Company Name> is an organisation which provides <company activities>. We recognise the importance of a strong board in driving business development, and there are exciting opportunities ahead.

The board of <Company Name> wishes to recruit additional members, and is especially keen to bring in people who are totally independent of the organisation, and have skills and experience in one or more of the following areas:

- Oversight of Financial Planning, Controls and Reporting
- Oversight of Human Resource Management
- Strategic Planning and Performance Management
- Organisational Development

The board currently meets monthly and board members are expected to attend all meetings.

Name of Applicant	<Applicant Name>
How long have you known the applicant?	
In what capacity?	
Please give your views about the suitability of the applicant, in relation to both ability and personal aptitude for the role	



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Are you aware of any factors that would impact negatively on their ability to perform the role effectively?	
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Signed: _____

Date: _____

Thank you for your help

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