

## **Boardroom Apprentice**

**Interested in being a Host  
Board?**

**Information to consider**

**#GetOnBoard**



**Integrity | Responsibility | Honesty | Commitment | Passion | Motivation**

## A note from Eileen Mullan

Thank you for your interest in being a host board for the Boardroom Apprentice Programme. Recruitment for recent cohorts has seen a significant level of demand for the programme which far outstrips the supply of host boards. We are keen to increase the offering from across the public and third sectors to enable more aspiring board members to avail of this opportunity.

Being a host board requires being open to having someone join your board team for a year, to learn about life on a board. Their 12-month placement with you is one of three key pillars that makes the Boardroom Apprentice Programme. This is about providing a very practical hands on placement which means they are at the board table and involved in the discussions, but not a decision maker. It is important that your board meets frequently enough along with its committees to provide plenty of opportunity for learning and development.

A further pillar is the provision of a board buddy from within your team. This is someone who will act as a mentor and provide additional support beyond the board meetings to help the Boardroom Apprentice develop in their role.

This document will give you a flavour of the programme and what being a

- **Host Board involves**
- **Board Buddy involves**
- **Boardroom Apprentice involves**

If your board would like to join the line up for 2020, then please get in touch with [Jill.Evans@finance-ni.gov.uk](mailto:Jill.Evans@finance-ni.gov.uk).

Look forward to hearing from you,

**Eileen Mullan**  
**Founder, Boardroom Apprentice**

## Our programme

The Boardroom Apprentice is a twelve-month board learning and placement programme. Its vision is to move the board member role from aspiration to reality. And in doing so its aim is to deliver the following:

- To create a diverse pool of capable board ready Board Members
- To provide a sustainable pool of capable board ready Board Members
- To enable practical boardroom experience for aspiring Board Members
- To provide the transfer of knowledge, skills and experience to aspiring Board Members
- To increase the knowledge and awareness of the role of Board Members

## Three Pillars

The programme is built on three key pillars



\*The Boardroom Apprentice operates with boards across the public and third sector

## Key facts

- Boardroom Apprentice is open to all ages (16+), all backgrounds and all abilities
- Boardroom Apprentices must not have held a public board position
- Boardroom Apprentices must have no (or little) third sector board experience
- The boardroom apprentice role is unpaid
- Boardroom Apprentice is a Northern Ireland based initiative

## Our Learning

Commitment

Governance

Communication

Teamwork

Questioning

Numbers

## Our Values

Integrity

Passion

Motivation

Commitment

Honesty

Responsibility

“

“This has a sense of equal opportunity for all at its heart. No matter what gender , age, culture or race, if you possess the drive and commitment, a place on any board is within your grasp”

Lisa McGonigle, Boardroom Apprentice with the North West Regional College.

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## What being a Host Board involves?

- Providing a practical hands-on 12-month Board placement. The Boardroom Apprentice is at the Board and Committee table and will participate in discussions. They will not play a role in the decision taking and will have no legal responsibility or accountability.
- Evidence shows clearly where boards enabled the Boardroom Apprentice to engage fully in a supportive way at the table, unsurprisingly the learning was much richer, than where there was less support provided.
- There is a detailed memorandum of understanding which will be signed between the Host Board and the Boardroom Apprentice. It includes an information sharing agreement, confidentiality and reflects directly back to the host board's code of practice and standard operating procedures.
- Providing a Board Buddy (from within the board team) that will hand-hold and support them through the 12 months whilst with their board. Where you have a large complex organisation, it has been evidenced that by providing a Non-Executive and Executive Board Buddy has proved very beneficial for the Boardroom Apprentice.

## What being a Board Buddy involves?

Similar to that of a mentor role where the Board Buddy will meet the Boardroom Apprentice regularly which involves

- Meeting in advance of board/committee meetings to review papers together
- Meeting after board/committee to reflect on their participation and experience
- Review meetings during the year to ensure the placement is working for both parties

## What being a Boardroom Apprentice involves?

- Being matched to a host board of interest from 01 September 2020 – 31 August 2021
- Attendance at all Board and Committee meetings during the placement
- Attendance at other events and activities as required by their host board
- Undertake a suite of learning days to enhance knowledge, understanding and skills.
- Meeting regularly with a Board Buddy to support learning and development – outside of the realms of board/committee meetings
- Participate in events and activities to share their Boardroom Apprentice journey with others.

## Things to reflect on

	YES/NO
Does your board and organisation have good governance practices in place?	
Can your board offer a practical hands-on experience for the Boardroom Apprentice at the Board/Committee table?	
Does your board meet at least four times per year?	
Does your board committees meet at least four times per year?	
Does your board include independent members?	
Are there opportunities beyond board and committee meetings for the Boardroom Apprentice to gain further board experience?	
Are board and committee meetings scheduled well in advance (6 /12 months)	
Do you have an individual from within your board who could be a great Board Buddy? This person needs to be engaged and want to be involved.	
Will you be able to place Boardroom Apprentice on your next Board Agenda and have it approved/not at a minuted meeting?	

## Host Boards we have worked with

Abbeyfield & Wesley	NI Police Fund
Age NI	NI Public Services Ombudsman
Agri Food and BioScience Institute	Northern Health and Social Care Trust
Ark Housing Association NI Ltd	The Social Care Council
Armagh Observatory & Planetarium	North West Regional College
Management Committee	Patient and Client Council
Belfast Health and Social Care Trust	Probation Board NI
Brain Injury Matters NI	Public Health Agency
Charity Commission for NI	Radius Housing
Department for Finance	Relate NI
Developing Healthy Communities	Rural Community Network
Disclosure & Barring Service	South Eastern Regional College
East Belfast Enterprise Ltd	Southern Health and Social Care Trust
Education Authority (EA)	Southern Regional College
Equality Commission for NI	Space-NI
Extern	Stepping stones NI
Groundwork NI	Strategic Investment Board (SIB)
Labour Relations Agency	Supporting Communities
Libraries NI	The Canoe Association of NI (CANI)
MACS NI	The Playhouse
The National Lottery Community Fund	The Rainbow Project
New Life Counselling	Tourism NI Board
Nexus NI	Ulster Orchestra Society Board
NI Fire and Rescue Service	Victims Support NI
NI Hospice	Voice Of Young People In Care
NI Housing Executive	Young Enterprise NI
NI Human Rights Commission	

If you would like to find out more about the Boardroom Apprentice  
then please get in touch with

**[apprentice@strictlyboardroom.com](mailto:apprentice@strictlyboardroom.com)**

