

1. Information for the website about your Board

Confirmation – By inserting your Host Board's name	<i>Having read the 'Host Board Information booklet' and answered 'Yes' to the 'Things to reflect on' [XX BOARD] confirms that we would like to be a host board for the Boardroom Apprentice Programme 2020.</i>
Host Board Name	
Chair	
Chief Executive	
One main contact for all communication - Name, email and phone number	
Website Address	
About your organisation (250 words or less)	
Why do you want to provide this opportunity for a Boardroom Apprentice?	
Location of Board and Committee Meetings	
Frequency and timing of Board/Committee meetings	<i>i.e. Board and Committee meetings are held quarterly. Meetings take place during the day from 0930 – 1400</i>
Date of Board Meetings (September 2020 – August 2021)	
Committee of the Boards and meeting dates (September 2020 – August 2021)	

2. Information to support the Social Media & Communications Campaign

Head of Comms / PR	
Contact email	
Contact phone number	
Organisation Twitter handle	
Organisation Facebook page	
High Resolution organisation logo	<i>Please attach <u>separately</u> a high-resolution logo in .jpg or .png format.</i>

To help with our timelines and have everything ready to go live, can you please send this completed document and high-resolution logo to jill.evans@finance-ni.gov.uk at your earliest. Latest point for receipt is 5.00 pm on Friday 31st January 2020 or sooner if available.