

Appendix B; LGM CIC Director Application Process

1. Candidate submits CV, covering letter and completed skills matrix for the attention of the LGM CIC Independent Chair, SallyAnne Logan (admin@leybournechase.org) by the closing date of 5pm on 9th April 2024
2. Once all submissions have been received, SallyAnne Logan and Nic Bowler, Director, will review and select candidates to interview
3. Following the interview process, the selection of suitable candidates will be presented to the LGM CIC board, and up to about eight will be selected
4. An offer letter will be provided which will include information about the role and set out the probationary period (three months or three board meetings, whichever is longer). New directors will be asked to sign the Code of Conduct
5. The successful candidates will be invited to the next LGM CIC board meeting, where they will be formally accepted as new Directors
6. Following this board meeting, the successful candidates will be added to the Company Register of Members (Companies House)
7. Induction training will commence as soon as the candidates have accepted the role with collective training sessions planned for May (dates to be set to meet directors' availability)
8. At the end of the probation period the new Directors will receive written confirmation from the Chair that the probation period has concluded.