

# Boardmatch – HR Role Spec Template

## The Organisation:

[Short piece of information about the organisation]

## The Role:

[Insert as much information about the role and what a potential candidate will need to know]

[Organisation name] are seeking a trustee with a HR background. If you have experience in this area and want to play a role in helping [Organisation name] we're keen to hear from you. Responsibilities will include the following;

**Option 1:** Inputting to the strategic direction, contributing with insight, oversight and experience of strategy formulation in other sectors.

**Option 2:** Input on all aspects pertaining to HR and employment

**Option 3:** Assist with the creation of a HR strategy that will include an Employee Handbook for the organisation which will comply with current legislation and practice

## Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].