BOARD OF DIRECTORS SUPPORTING STATEMENT GUIDELINES

A supporting statement allows you to express who you are in more detail and why you desire to serve on the Board of Directors. This is your opportunity to discuss your passion for the HIV community and what attributes you have that support the mission and vision of Living Positive Victoria.

There are no specific guidelines as to what to write. We encourage you to do some research online and read supporting statements from candidates that have been published by other organisations.

Things to consider when writing your supporting statement:

- Who am I?
- How I am connected with Living Positive Victoira, the HIV commnity or other community endeavours?
- Why I want to join (or re-stand) for the Board?
- What skills, experience and qualifications do I bring to the Board?
- What am I proud of? Or successes have I made or contributed to?
- What are the issues I am passionate about?

Supporting Statement Do's and Don'ts

Below is a list of some Do's and Don'ts to help you create a well-written statement.

DO's

- Provide insight into who you are and what you have achieved.
- Use a professional and positive tone.
- Keep it within the recommended word count (maximum 400 words).
- Highlight key areas of expertise. What do you excel at? What can you bring to the organisation?
- Include any unique experiences you have as it relates to the HIV response in a local, national or international context.
- Show your personal statement to others for their opinions and proofreading.

DON'T's

- DON'T plagiarise. This means that you should not copy text from any source, including the Internet, for use in your supporting statement.
- Be vague or write in generic terms. Your personal statement needs to be tailored to YOU, your achievements and passion for the HIV community.
- Do not lie or exaggerate.
- Please do not ask staff inside the organisation to write or edit your statements. This puts staff in a very awkward position.

Your supporting statement should also include the following:

- Your name
- Whether it is re-election or election being sought
- Board attendance figures (if re-election only)
- Word count (maximum 400 words)

Send your statements and the nomination form to info@livingpositivevictoria.org.au
by **11:59pm 10 September 2018** to ensure they are included in the formal mail out to members.