

DIRECT
WOMEN



2009 DirectWomen Board Institute

Application Form

Waldorf=Astoria Hotel

New York, New York

October 29-30, 2009

The mission of DirectWomen is to identify, develop and support accomplished women attorneys to provide qualified directors needed by the boards of U.S.-based companies, while promoting the independence and diversity needed for good governance.

Additional information regarding the 2009 DirectWomen Board Institute is available at www.DirectWomen.org.

Applicant's Contact Information

Name: _____

Current Position/Title: _____

Employer: _____

Office Address: _____

Office Phone: _____ Office Fax: _____

Office E-mail Address: _____

Home Address: _____

Home Phone: _____ Home Fax: _____

Personal E-Mail Address: _____

Preferred Point of Contact: Business Home

Are there any limitations on your ability to accept a corporate board position in the next three years?:

Anticipated availability for corporate board service:

Currently available Available in 1-3 years



Resume

Please attach a detailed CV, Resume or Bio.

Please note that participation in DirectWomen is limited to women with law degrees.

References

On Schedule I provide the requested information for each of two or three professional references, and enclose a confidential, sealed letter of reference from each in your submission:

- (a) Name of Person providing Reference
- (b) Current Position Title
- (c) Employer
- (d) Office Address
- (e) Office Phone
- (f) Office Fax
- (g) Office E-Mail Address
- (h) Home Address
- (i) Home Phone
- (j) Home Fax
- (k) Personal E-Mail Address
- (l) Preferred Point of Contact (Business or Home)
- (m) Relationship to Applicant

Education

Unless the information is set forth on your resume, list educational institutions attended, degrees received, dates conferred, academic honors (if any), and majors/fields of emphasis:

Employment History and Experience

Unless the information requested throughout the rest of this application is expressly stated in your attached bio or resume, provide the following:

- (a) Name of employer
- (b) Position title
- (c) Brief description of responsibilities
- (d) Dates of employment
- (e) Location of employment



- (f) Name and position/title of supervisor
- (g) Two or three key contributions in the position
- (h) Number of "direct reports" and "indirect reports"

List practice area(s)/specialty(ies)/area(s) of expertise:

Identify leadership positions held within current/former employers, particularly management/operational/business-oriented posts (e.g., corporate officer, law firm managing partner, law firm practice group chair, member of management committee, corporate secretary, member of corporation's human resources committee, etc.):

Rate your experience in each of the following areas by checking the appropriate box:

	Little or No Exposure	Working Knowledge	Extensive Experience
1. Strategic Management			
2. International Business			
3. Marketing			
4. Operations			
5. Information Systems/ Technology			
6. Human Resources			
7. Finance			
8. Risk Assessment/Risk Management			

Summarize the nature/extent of any contact with – and/or experience working closely/directly with – corporate boards or directors:

Summarize any cross-cultural and/or international experience:



Identify each specific industry as to which you have significant experience or knowledge, and summarize the nature of that experience/knowledge:

Identify major clients (past/present):

Board Service

Identify any public, for-profit board positions in which you have served (including dates of service, committee memberships, and key contributions):

Identify any private, for-profit board positions in which you have served (including nature and size of organization as a whole (e.g., number of employees, annual revenues, etc.), dates of board service, committee memberships, and key contributions):

Identify any non-profit board positions in which you have served (including mission and size of organization as a whole (e.g., number of employees, annual budget, etc.), dates of board service, committee memberships, and key contributions):

Other Activities

Summarize other relevant activities (such as work in bar associations and other professional organizations), including for each:

- (a) Name and nature of organization
- (b) Dates of membership
- (c) Leadership positions
- (d) Responsibilities (particularly management/operational/business-oriented duties)



(e) Two or three major contributions in the position

Describe one or more experiences from your practice or other activities that have prepared you for service as an "independent" director:

Public Profile

Unless the information is set forth on your resume, list publications (if any):

Unless the information is set forth on your resume, list major speaking engagements, especially those whose audience was the corporate/business community (e.g., C-Suite, Executive Management, etc.) (if any):

Unless the information is set forth on your resume, summarize teaching experience (if any):

Unless the information is set forth on your resume, list honors, awards, and recognitions (if any):

Unless the information is set forth on your resume, list media appearances (if any):



Specialized Training

Provide details of participation in other board training institutes/courses (if any):

Describe any specialized financial training, such as courses in accounting, auditing, reading financial statements, etc.:

Detail any other training in management/business skills:

Additional Information/Comments

Please provide any additional information or comments that might assist the Selection Committee in evaluating this application.

Optional Information

At your option you may provide the following information:

Ethnic background: _____

Your age: _____

How you learned of DirectWomen?: _____



Application Fee

The application fee is \$100. Please enclose a check payable to the DirectWomen/Tides Center (Tax ID#94-3213100) in the amount of \$100 with the application.

Application Deadline

Application forms (including letters of reference and all other supporting materials) must be received no later than Tuesday, July 7, 2009 and should be directed to:

Sue Daly
2009 DirectWomen Board Institute
c/o ABA Section of Business Law
321 N. Clark St.
Chicago, IL 60610-4714

If you have any questions, please send an e-mail to DirectWomen2009@gmail.com and someone will get back to you promptly.

2009 is a transition year for the DirectWomen. DirectWomen is currently a program of the American Bar Association and is sponsored by Catalyst. On November 1, 2009, DirectWomen will become a program of the Tides Center, an independent 501(c)(3) non-profit entity. However, even after DirectWomen becomes affiliated with the Tides Center, both the American Bar Association and Catalyst plan to support the DirectWomen program as project partners.

Schedule 1

Enclose sealed reference letters from 2 or 3 persons. For each person providing a reference, please set forth below the following information: (a) name, (b) current position or title, (c) employer, (d) either the office address, phone and fax or the home address, phone and fax, (e) email address, and (f) relationship to applicant.