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Chartered Director

Overview of the application process





What is Chartered Director?

- Recognition of the high standards and capabilities that are needed for ensuring that the profession of 'director' is understood and is placed at the heart of organisational life;
- Organisations need effective and informed boards and need directors who are aware of their personal responsibilities and accountabilities across a spectrum of activities and disciplines;
- Chartered Director is positioned as **the** professional qualification for directors;
- Although a directorship may mark the pinnacle of a career, Chartered Director requires continuous commitment and ongoing development to retain the level of effectiveness and practitioner excellence that exemplify 'CDirs' and their outstanding contributions to their boards and organisations.



Benefits of Chartered Director

- Provides independent evidence of a high level of knowledge and commitment to integrity in professional standards;
- Demonstrates an on-going commitment to the development and maintenance of best boardroom practice and good corporate governance through Continuing Professional Development (CPD);
- Chartered Director-exclusive events;
- Chartered Director LinkedIn Group.



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Application Stages

- Eligibility
- Completion of a Portfolio of Experience
- Chartered Director Interview



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Eligibility - Pre-requisites

To be able to apply for the Chartered Director qualification you must meet the following requirements:

- be a full Member or Fellow of the Institute of Directors
- have obtained a pass or above in the Certificate in Company Direction within the last 10 years.
- have obtained a pass or above in the Diploma in Company Direction within the last ten years.



Eligibility

To be eligible to apply for Chartered Director all candidates are required to meet the following criteria:

- can demonstrate substantial experience in one or more director or equivalent roles for a period of either:
5 full years
or
3 full years if you hold a recognised degree or a chartered professional qualification (e.g. CEng, MCIPD, CIM, ACMA, ACA etc.)
- can demonstrate, for each directorship, that the board is an autonomous and formally constituted and comprises at least three directors (executive and non-executive)
- participate in regular board meetings – at least four per year, with two or more other directors
- work for an organisation that has a minimum of five employees and generates a minimum turnover of £250,000 per year.



Eligibility

- Roles or experience that dates back more than ten years prior to the date of application will not be considered.
- You can demonstrate, for each directorship, sufficient infrastructure is in place to implement strategy
- The role(s) that you put forward should include at least one that has been held in the last five years. It is required for you to have served a minimum of one year in post for each role that you list within the application.



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Eligibility

Documentation Required to accompany the application form;

- A set of company accounts listing all directors
- An organisational chart highlighting your board and listing all directors



Portfolio of Experience

The portfolio informs interviewers and provides a context for discussion. You are required to draw upon your experiences as a director across five key areas;

- Vision, Purpose, Values & Ethics
- Strategic Thinking and Stakeholder Management
- Delegation To Management
- Discharging Your Duties As A Director and as a Competent Member of A Collective and Responsible Body
- Exercising Effective and Accountable Leadership

In the portfolio, you are required to provide examples of **your own** contribution to, and participation in, the Board's work and be prepared to discuss these experiences at interview.



Chartered Director Interview

- An interview date can be reserved whilst completing the portfolio
- You will need to demonstrate to two peers, Chartered Directors themselves, your depth of experience. The interviewers will be seeking to understand how you fulfil the role of a director of an autonomous board
- There are no right or wrong answers. A wrong strategy or a setback can still be good experience – the key is how you have exercised your responsibility as a director
- You will need to add detail to your portfolio during the interview by giving examples of your involvement in particular activities or how you have led the board in a particular context
- It is about 'I' not 'We'



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Any Questions / Feedback?

Please contact the Chartered Director team.

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