



Governing body referee check template

E/1.6.1.6

Governing body name: <insert>

Nominee: <insert nominee name>

Referee details

Name	Click here to enter text
Entity/organisation	Click here to enter text
Phone	Click here to enter text
Position/role	Click here to enter text

Confirmation

This reference will be documented for our records. The applicant may be given feedback based on the information provided.

Are you happy to proceed on this basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your relationship with the applicant?	Click here to enter text
How long have you known the applicant?	Click here to enter text

Background

How would you characterise your experience working with the applicant?	Click here to enter text
How has their previous roles prepared them for a board or committee position?	Click here to enter text
What impact has the applicant had on the entity/organisation?	Click here to enter text
What kind of legacy did the applicant leave?	Click here to enter text

Governing body skills, attributes and perspectives

Refer to the [Governing body skills, attributes and perspectives definitions](#) for how each of the skills, attributes and perspectives in the nomination form defined and which elements are recommended for each governing body.

What would you identify as their strengths?	Click here to enter text
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What would you identify as aspects that require improvement?	Click here to enter text
What kinds of personal qualities come to mind when you think of the applicant?	Click here to enter text
How would you describe their understanding of the Christian tradition?	Click here to enter text
How would you describe their style of leadership?	Click here to enter text
How has the applicant demonstrated their strategic thinking ability?	Click here to enter text
How does the applicant deal with conflict? How rigid or flexible are they?	Click here to enter text
How well does the applicant build consensus among others with differing opinions or interests?	Click here to enter text
How well does the applicant listen? How do they engage with other people?	Click here to enter text

Connections and networking

How has the applicant demonstrated an ability to maintain confidentiality?	Click here to enter text
How has the applicant demonstrated an understanding of conflict of interest?	Click here to enter text

Passion and commitment

How would you describe the applicant's desire to serve?	Click here to enter text
Is there an experience that you have had with the applicant that is particularly memorable for you?	Click here to enter text



Closing

Is there anything else that I should know about before moving the applicant forward in the process?	Click here to enter text
Thank you so much for your help and insight. Do you mind if I contact you again if I have additional questions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reference completed by

Name	Click here to enter text
Position/role	Click here to enter text
Date	Click here to enter text

Related documents

- [POL-0001 Privacy Policy](#)
- [E/1.6 Governance Recruitment and Selection Policy](#)
- [E/1.6.1 Governance Recruitment and Selection Procedure](#)
- [E/1.6.1.2 Governing Body Skills, Attributes and Perspectives Definitions](#)

Definitions

Term	Meaning
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church)	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none"> • within and in relation to the bounds of the Queensland Synod; and • outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .

Revisions

Document number		E/1.6.1.6			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	25.06.2020	RNC Res 20.030	01.07.2020	People & Culture	Manager People & Culture
Next scheduled review		01.12.21			