

SAMPLE BOARD BIO

BIOGRAPHY FOR [INSERT NAME]

[INSERT NAME] has over 30 years of executive management experience and an excellent track record across a diverse set of business environments, including start-up, rapid growth, turnaround, consolidating, Internet, regulated, and traditional businesses. Her background includes serving as a CEO, President and COO, public and private company board member, and a proven top operating executive in businesses ranging from \$100 million to billions in revenue. [INSERT NAME] has earned the reputation of being a talented leader in companies undergoing dramatic change as she strives to create a work atmosphere in which open communications, a sense of urgency, and rapid execution of well understood plans lead to bottom-line, measurable success. [INSERT NAME] especially loves building teams. She has always been active in the community and has served on numerous philanthropic boards.

Today [INSERT NAME] is focused on a portfolio of corporate/community boards and advisory activities.

CURRENT CORPORATE BOARDS AND ADVISORY

- [INSERT COMPANY], ownership type, revenues, description of business, role (advisor, Trustee, NXD) and dates of service.

EXAMPLES:

- [INSERT COMPANY], a later stage private company which is the leading online technology and solutions provider of customer insight management tools for top consumer brands (board member, 2010 to present)
- [INSERT COMPANY], a family owned, later stage private company which is a top online XXX site; advise the father-son team in the areas of organizational and management development, business process and scaling, strategy, and mentoring (executive advisor, 2004 to present)

CURRENT NON PROFIT BOARDS

- [INSERT INSTITUTION/ORGANIZATION], a top ranked private, coed, middle-through-high school with strong emphasis on academics and human development (2004-2009, Co-Chair of the 75th Anniversary

Capital Campaign; 2006-08, President of the Board; 2008-10, Chair of the Board; Trustee, 2004 to present)

- **[INSERT INSTITUTION/ORGANIZATION]**, a leading regional/teaching hospital in XXX (board member, 1998 to present)

FORMER CORPORATE BOARDS

- **[INSERT COMPANY]**, ownership type, revenues, description of business, role (advisor, Trustee, NXD) and dates of service.

MAJOR OPERATING EXPERIENCE

Include narrative summary of career in reverse chronological order (three to four paragraphs). Provide a brief overview of companies, roles, responsibilities, accomplishments and reporting structure. Including motivations for transitions is important.

EXAMPLE:

Until early 2004, **[INSERT NAME]** was the COO for **XXX**. The company is widely recognized as one of the star performers of the Internet. This publicly traded company redefined how to advertise successfully online through creating paid search and built a highly scalable, profitable, and fast growing global business. During **[INSERT NAME]**'s three year tenure as COO, the company experienced hyper growth, including growing annual revenues from \$100 million to \$1.2 billion, quarterly profits from negative to 10 consecutive quarters of profit, annual paid leads from 750 million to 3 billion, advertisers from 37,000 to 110,000, and international markets from one to twelve. In the fall of 2003, **XXX** was sold to **XXX** for over \$1.6 billion. Before **XXX**, **[INSERT NAME]** was the President & COO of **XXX**. She joined this start-up in a classic "adult supervision" role when the company received \$32 million in venture funding. **XXX** became the largest **XXX** service on the Internet and was eventually sold to **XXX**, creating the clearly dominant player in the space.

Before the Internet, **[INSERT NAME]** spent most of her career in financial services. She thrived at **XXX** where she spent eleven years. Her final position was as a Managing Committee member and Executive Vice President (EVP) responsible for retail at the \$58 billion bank. She managed \$1 billion in revenue, 4,000 employees, 403 stores, and a 1,000-person sales force. Other positions at **XXX** included EVP & Area Manager for **XXX**, SVP & Chief Marketing Officer, and Executive Assistant to the Chairman & CEO.

Following the hostile takeover of **XXX** in 1996, the era of consolidation in banking accelerated. **[INSERT NAME]** was recruited in succession to the two largest S&L's in the country, **XXX** and **XXX**, as the EVP and Managing Committee member responsible for retail and business banking. In both cases, she joined to help transform these traditional thrifts into commercial banks and position the companies for sale. At each company, she managed retail and business banking and had responsibility for \$1 billion in revenue, 5,000 employees, over 500 stores across multiple states, call centers, loan processing centers, marketing, product management, and alternative delivery. **XXX** was ultimately sold after overcoming a hostile takeover attempt in 1997. **XXX** was sold in 1998. Prior to her career in financial services, **[INSERT NAME]** was a product manager with **XXX** and a management consultant with **XXX**.

EDUCATION/OTHER

[INSERT NAME] graduated from **XXX**. She earned a BA in ____ (include honors) from **XXX** and an MBA from **XXX**

On the personal front, **[INSERT NAME]** was raised in Maryland. and had several internships in the federal government. She has resided in **[INSERT CITY and STATE]** for nearly thirty years. Her husband, **XXX**, is a **[INSERT CAREER]**. They have three adult children.

CONTACT INFORMATION:

[INSERT NAME]

HOME ADDRESS

Email

CELL:

OFFICE:

SOURCE: ONBOARD BOOTCAMP