

Written reference example/template:

Attention: Australian Institute of Company Directors

Reference: <APPLICANT FIRST & LAST NAME> – support for nomination as fellow of AICD

To Whom It May Concern,

I have known <applicant name> for <number> years in my role as an active member of the AICD and within the director community, for example in <his/her/their> past/current directorship of the <list roles at organisations>.

At all times <applicant name> has exhibited the highest levels of integrity, professional conduct and directorship. <His/Her/Their> reputation built over <number> years of active directorship, for diligence, full engagement with his/her board obligations, integrity and respectful board room style, is well known in <communities/associations> and across Australia in organisations like <list organisations>.

<Applicant name> fully engages in all aspects of <his/her/their> directorship including governance oversight, external stakeholder engagement, funding and financial management governance. It is a tribute to his/her reputation that he/she has very long tenures on his/her boards, serving full terms.

<Applicant name> is an active participant in AICD activities and personally pursues ongoing professional development.

I fully support the nomination of <Applicant name> as a Fellow of the Australian Institute of Company Directors.

Yours sincerely,

<REFEREE name>

Date: