

# **Frequently Asked Questions**

How to Create a Profile & Search For Fund Board Opportunities in Director Network

# **General Questions**

## Who is Diligent?

<u>Diligent</u> is the global leader in modern governance, providing software-as-a-service solutions across governance, risk, compliance and ESG. Serving more than 1 million users from over 25,000 customers around the world, Diligent empowers transformational leaders with technology, insights and confidence to drive greater impact and lead with purpose. Mutual fund directors may be familiar with its market-leading board portal technology, Diligent Boards.

### Who is IDC?

Independent Directors Council (<u>IDC</u>) represents independent directors who serve on the boards of mutual funds, exchange-traded funds, closed-end funds, and other registered investment companies. Through its mission focused on education, engagement, advocacy, and public understanding, IDC promotes excellence in fund governance for the benefit of funds and their shareholders.

### What does the Diligent and IDC partnership entail?

Through this partnership, candidates will be able to add their professional profile in Diligent Director Network and apply for open fund board positions. Fund boards in the IDC community will also have access to Director Network, allowing users to search for candidates and post open board opportunities. Access is provided free of charge for fund directors and fund boards in the IDC community.

#### What is Diligent Director Network?

<u>Director Network</u> is a private community of professionals, both board-ready and those who already serve on boards. Director Network members can maintain a professional profile that is searchable by Diligent's customer base, including fund boards looking to fill positions. Director Network members may view and express interest in posted fund board positions, as well as nominate other professionals to become Director Network members so they can benefit from access to the community.

#### How do I become a Director Network member?

Please use <u>this form</u> to provide information about yourself. If you would like to have your LinkedIn profile information used to build your profile, please include your profile URL. You also may provide a resume for use in building your profile. From there, a Diligent analyst will create a Director Network account for you with your profile for you to review and approve. The analyst will email you the credentials you need to access Director Network and your Director Network account. **For security reasons, the link for these credentials expires after 24 hours.** They are unique to you and can be used to search the database for fund board opportunities.

#### **For Candidates**

- > Once I have credentials, how do I access Director Network?
- I am an existing Diligent Boards user. Do I need to register for Director Network and will I need separate credentials to access Director Network?
- How do I find and view my profile once created?
- How do I update the information in my profile?
- How can I edit my Expertise?
- How do I identify as a diverse candidate?





- How do I apply for a fund board opportunity via Director Network?  $\succ$
- How do I show I am open for opportunities?
- When can I expect to hear back after applying to an open position?
  After applying is there anything more I can do?





# Once I have credentials, how do I access Director Network?

You can access Director Network by opening the URL

<u>https://www.directornetwork.com/login/idc</u> in any web browser and entering your username and password, which you can set before the first login by following the link in the welcome e-mail. **Please note that the link expires after 24 hours**. You can reset your password at any time by

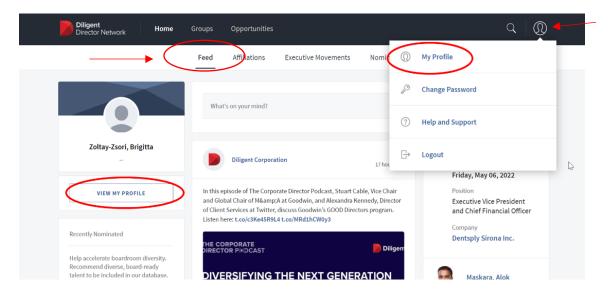
selecting the person icon (1) from the upper right side of your screen and select 'Change Password.'

Diligent Director Network Home	Groups Opportunities	<u>२</u> ( ( )
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	What's on your mind?	Change Password Help and Support
Zoltay-Zsori, Brigitta	Diligent Corporation	Logout
VIEW MY PROFILE	In this episode of The Corporate Director Podcast, Stuart Cable, Vice Chair and Global Chair of M&A at Goodwin, and Alexandra Kennedy. Director of Client Services at Twitter, discuss Goodwin's GOOD Directors program. Listen here: t.co/c3Ke45R9L4 t.co/NRd1hCW0y3	Friday, May 06, 2022 Position Executive Vice President and Chief Financial Officer Company
Recently Nominated	THE CORPORATE DIRECTOR PINDCAST	Dentsply Sirona Inc.
Help accelerate boardroom diversity. Recommend diverse, board-ready talent to be included in our database.	DIVERSIFYING THE NEXT GENERATION	Maskara, Alok

# How do I find and view my profile once created?

Once added to Director Network by our analyst, your profile is accessible in two ways. First, from the "Feed" page of Director Network, on the upper left section you will see a 'My Profile' button. Additionally, regardless of where you are in Director Network, you can always view your

profile by selecting the Person icon 0 from the upper right side of your screen and select 'My Profile'.







# How do I update the information in my profile?

You can edit your name, nickname, title, picture, biography, expertise, birthdate, and nationality by clicking on the "Edit" tab under the Home button on the black bar at the top of your screen.

After typing in your updates, please click on "Save".

Please note, edits to the Expertise section must be reviewed by our Director Network analyst team before they will be visible to your profile. All other edits will be visible after submitting the Save button.

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### How can I edit my Skills and Expertise?

Director Network, along with CGI, a Diligent brand, has identified key areas of expertise based on the background you provided at registration. You may edit your areas of expertise in the following categories Experience, Industry & Sector Expertise, Specialist Expertise, Committee Expertise. To delete a skill, click the [X] in the box. To add a skill, click on the button [+], choose a skill from the drop-down list and explain why it should be added to your profile. All additions and deletions must be approved by our Director Network analyst team to ensure they meet our community standards.

	Expenence (U)	EXPERTISE (Optional
	Remove Skill 🛞	Director Network, along with CGI, a Diligent brand, has identified key areas of expertise based on your background as a senior leader or board member. You may edit your areas of expertise in the following categories. To delete a sail, I.dick the x_i in the box. To add a skill, click on the tuborton <b>1</b> Al additions and
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If you wish to update your position, committee membership, education, please click on your

picture **W** in the upper right side of any page of the Director Network screen, then select Help and Support. Select "Report Missing/Incorrect Information" for the Feedback Reason and complete the form that appears. Diligent analysts will quickly review your submission, contact you with questions if necessary, and update your information. If you need additional support, please contact <u>DirectorNetworkSupport@diligent.com</u>.

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			Company *		
			Preferred Email *		
			Issue Description *		
					SAVE

# How do I identify as a diverse candidate?

Currently, Diligent is permitted to gather diversity related data for American users only. Your profile will be created by our analysts and your nationality will be set by default to American so that you will be able to complete the diversity and inclusion questions. If your nationality is not American and you would like to disclose your diversity information so that your name will show up in the diverse candidate list, please email <u>directornetworksupport@diligent.com</u>.





# How do I apply for a fund board opportunity via Director Network?

Navigate to the "All Opportunities" tab under the Opportunities tab in the black bar at the top of the screen to view a list of board openings. To apply for a fund board opportunity, click on the Company name / Fund Board, then select "Apply" and complete the form that appears.

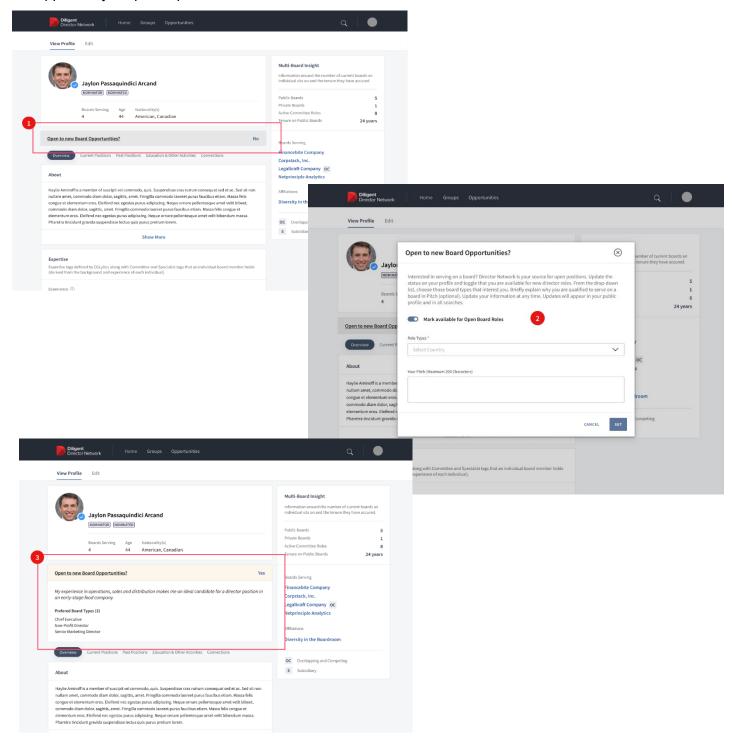
Diligent Director Network Home G	Opportunities All Opportunities Applied Posted Saved	Q   🔇
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	<b>XYZ Corporation</b> Director Redbank, NJ	Posted 2 weeks ago
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#### How do I show I am interested in fund board opportunities?

Directors

From your profile you can update your status on whether you are open for new board roles. Simply click on the "Open to New Board Opportunities" banner and fill in the form. From the drop down menu, you can choose the fund types that interest you and briefly explain why you are qualified to serve on a fund board. You can update your information at any time. Updates will appear in your public profile and in all searches.







When should I expect to hear back after applying to an open position? Once you submit your application, you will receive a confirmation that your application was successfully sent to the opportunity poster. Diligent and/or the opportunity poster will reach out to you to discuss the opportunity further if your application moves to the next interview phase. If you do ever have any questions about your candidate status, the Diligent team (sgregg@diligent.com) can also reach out on your behalf.

After applying is there anything more I can do? You may wish to pursue multiple avenues to make connections for board opportunities. Continue to build your visibility through networking with both board members and rising directors, both online and offline.

#### How do I nominate a candidate for Director Network?

Users are able to nominate highly qualified, diverse and board ready individuals to be part of Director Network. Nominations will be screened before acceptance in our universe. From any page in Director Network, click on "Nominations" in the top bar to nominate a colleague to join.

Diligent Director Network	Home	Groups	Opportunities		Q   👰
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Diligent					
Director Network	k				
Nominate a Rising Di	irector				
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Nominations will be scre	-			Jirector Network.	

# **Glossary of Terms**

**Nominator**: Contributing nominators are Directors who have nominated other members as Rising Directors.

**Nominated / Rising Director**: Nominated tag is assigned to the individuals (aka Rising Directors), who are recommended to the network by Diligent customers and trusted affiliations.

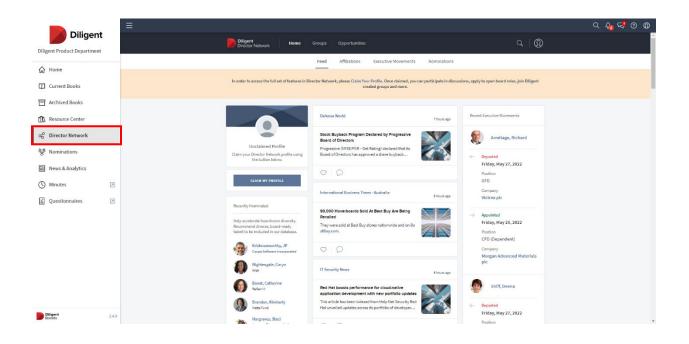


#### For Existing Diligent Boards Users

# I am an existing Diligent Boards user. Do I still need to register for Director Network and will I need separate credentials to access Director Network?

As an existing Diligent Boards user, you still must register for Director Network to access it from your established account. After you register for Director Network, Diligent will confirm your access is set up properly and then notify. The icon to access Director Network will appear on the navigation menu of your home screen the next time you log into Diligent







# **Other Questions?**

For questions about Diligent and access to its products, please contact our support team at directornetworksupport@diligent.com. For questions regarding securing curated listed for board position posted in Director Network, contact Shalace Gregg at <a href="mailto:sgregg@diligent.com">sgregg@diligent.com</a>.

For questions related to IDC and fund boards, please contact Lisa Hamman at <u>lhamman@ici.org</u>.

Independent Directors Council

Promoting Excellence in Fund Governance





# **Frequently Asked Questions**

How to Search for Board Candidates & Post Open Board Opportunities in Director Network

# **General Questions**

### Who is Diligent?

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### What does the Diligent and IDC partnership entail?

Through this partnership, candidates will be able to add their professional profile in Diligent Director Network and apply for open fund board positions. Fund boards in the IDC community will also have access to Director Network, allowing users to search for candidates and post open board opportunities. Access is provided free of charge for fund directors and fund boards in the IDC community.

#### What is Diligent Director Network?

Director Network is a tool accessible through IDC for the fund board community to support diversity and inclusion in their nominating and governance processes. Fund boards can search for potential candidates across a database of thousands. Fund boards also can post open board opportunities.

# For Fund Boards Seeking Candidates

- How receive access to the Director Network?
- I am an existing Diligent Boards user. Do I need to register for Director Network and will I need separate credentials to access Director Network?
- > Once I have credentials, how do I access Director Network?
- How do I search for potential candidates for my fund board?
- How do I post an open board opportunity on behalf of my fund board?
- Can I post an open board opportunity anonymously?





#### How receive access to the Director Network?

In order to search for a board candidate or to post an open opportunity, you will need to set up a profile on Director Network. Please use <u>this form</u> to provide some high-level information about yourself and your fund board. If you would like to have your LinkedIn profile information used to build your profile, please include your profile URL. You also may provide a resume for use in building your profile.

Diligent Director	<b>(</b> ) 1-877-434-5443
Create Your Profile in Dilgent Director Network	Submit Profile Information     Year Freet Name   Year Care Maddie Name (Optional)   Year Erand   Year Erand   Year Company Name   Ye

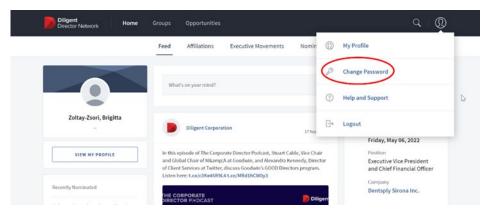
From there, a Diligent representative will reach out directly to confirm additional details and provide you with credentials to access Director Network. For your security, the link for these credentials expires after 24 hours. They are unique to you and can be used to search the database for potential candidates and to post open roles related to your fund board. If other members of your fund board would also like access to Director Network, please use the same form for additional access.

# Once I have credentials, how do I access Director Network?

You can access Director Network by opening the URL

<u>https://www.directornetwork.com/login/idc</u> in any web browser and entering your username and password, which you can set before the first login by following the link in the welcome e-mail. Please note that the link expires after 24 hours. You can also reset your password at any time

by selecting the person icon (1) from the upper right side of your screen and select 'Change Password.'





person's name.



# How do I search for potential candidates for my fund board?

The Search tab ( $\checkmark$ ) contains a list of every candidate in Director Network. This tab contains powerful filter functionality that lets you quickly narrow down the candidates by various factors, including experience and demographics. You can also see which candidates have specifically stated their interest in joining a fund board.

To access a broad range of filter options and narrow down the number of profiles shown, select the 'All Filters' button (V All Filters). To view a potential candidate's profile, click on the

۲ Diligent Director Network  $\cap$ search by Individual or Compnay Name Filter  $\otimes$ Individuals Companies Clear All All Filters Affiliations + Diversity and Inclusion + Expertise (+)Open to New Roles AFFILIATIONS > Adipiscing semper proin ut ut. Commodo, fa mattis luctus suspendisse in et non am No filters currently applied, use filter criteria to narrow your search Showing 9,999 results DIVERSITY AND INCLUSION (3) > Adipiscing semper proin ut ut. Commodo, faucibus mattis luctus suspendisse in et non am. Zaire Rosser (Age: 45-70 × ) Gender: Female × Δσο Nationality(s) Boards Serving (1) Affiliation(s) Women in Tech, Affiliation Lorem Ipsum 39 American Venator Group, Acme incorporated EXPERTISE > Gustavo Gouse Adipiscing semper proin ut ut. Commodo, faucibus mattis luctus suspendisse in et non am. Nationality(s) Boards Serving (2) Age Affiliation(s) 52 Canadian Acme incorporated XYZ affiliation, Affiliation Lorem Ipsum OPEN FOR NEW ROLES > Adipiscing semper proin ut ut. Commodo, faucibus mattis luctus suspendisse in et non am. Julie Nasser Nationality(s) Age Boards Serving (1) Affiliation(s) 41 American Nike Inc. Lorem Ipsum Corp. Ameri... International Directors Council. Women in Te





# How do I post an open board opportunity on behalf of a fund board?

The 'Opportunities' tab on the black bar at the top of the screen shows a list of all current open board positions. To include a listing for an open position on your fund board, click the 'Post New Opportunity' button in blue on the left. You will be able to enter all the information about the open position, including a description of the fund complex and contact details for you or another board representative, such as outside counsel.

Diligent may contact if additional information is needed for clarity before adding the opportunity to Director Network. Diligent will deliver any applicants to you via the contact information you provide. The contact information you provide will not be shared with applicants. Listings you post will be appear in your list of posted opportunities within the 'Posted' tab under "Opportunities" in the black bar at the top of the screen.

Diligent Director Network Home Groups	Opportunities	$c \mid 0$
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Open Board Opportunities Apply for a role or promote your own open board opportunities POST NEW OPPORTUNITY	The State Bank Independent Director Michigan, USA	Dested 10 days ago
Sort by Most Recent	S'More Advisor United States	Posted 2 months ago
Search Keyword	The Jordan Company Independent Board Member United States	Dested 7 months ago

**Step 1:** Enter the name of your fund complex and/or posting organization (e.g. law firm). Note these fields are optional.

Diligent Home Groups	Opportunities	Q   👰
Post New Opportunity We invite you to post a new opportunity. Simply provide the necessary information. 1-2-3-4-5-6 example   example Position	COMPANY INFORMATION Enter one or both. This information is public and will be shared with other users. Name of Company / Fund Complex example	Required *
Location	Posting Organization Name example EXIT	NEXT





**Step 2:** Enter the job description and details of the posting. Note these fields are required.

If "Location" is not applicable, please enter N/A.

Diligent Director Network Home Groups	Opportunities	ର   🔇
Post New Opportunity We invite you to post a new opportunity. Simply	JOB DETAILS	Required *
provide the necessary information.	This information is <b>public</b> and will be shared with other users.	
1 - 2 - 3 - 4 - 5 - 6 Company Name   Portfolio Name	Position Title * e.g. Independent Director	
e.g. Independent Director		
e.g. United States	e.g. United States	
	Job Description *	
	Our company is based in the United States. Our vision is to	
		62/5000 🗙
	ВАСК	NEXT





Step 3: Enter your personal contact details.

For "Company Name" and "Position Title" you may enter the name of your fund complex and "Board Member" or, if you prefer, you may enter the latest company name you were employed by and your title preceded by "Former."

Note these fields are required but will not be shared with others.

Diligent Director Network Home Groups	Opportunities	Q   🔇
Post New Opportunity         We invite you to post a new opportunity. Simply provide the necessary information.         Image: Im	YOUR INFORMATION   Enter your information. This information is private and will not be standing the standing term in the standing term is private and will not be standing term in the standing term in the standing term in the standing term in the standing term is private and will not be standing term in the standing term in the standing term in the standing term in the standing term is private and will not be standing term in the standing	Required •
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<b>Step 4:</b> Enter the job posting contact details.	Diligent Director Network Home Groups	Opportunities Q
You can either use your previously submitted information and mark yourself as contact for this job posting and/or include someone else's contact details (e.g., outside counsel or an executive search firm representative).	Post New Opportunity We invite you to post a new opportunity. Simply provide the necessary information. 1 - 2 - 3 - 4 - 5 - 6 Company Name   Portfolio Name e.g. Independent Director e.g. United States	CONTACT INFORMATION       Required*         Enter opportunity posting contact information. At least one is required. This information is private and will not be shared with other users.         Use my information as contact.         First Name*         Last Name*         Email*         Email*
		Add additional contact.  BACK NEXT

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ame d or	1 - 2 - 3 - 4 - 5 - 6 Company Name   Portfolio Name e.g. Independent Director	Active From *	
	e.g. United States	Expiring On *	
		BACK	NEXT

**Step 5:** Enter the job posting duration.

A minimum of 60 days is required.

Note this timeframe can be extended or cut short.





**Step 6:** After you have reviewed your post and the terms of agreement, check the box and click "Submit" for your post to be approved.

Diligent Director Network Home Groups	Opportunities	Q   👰
Post New Opportunity We invite you to post a new opportunity. Simply provide the necessary information.	PREVIEW Please review your post and terms of agreement before proceeding.	
Company Name   Portfolio Name e.g. Independent Director	Company Name   Portfolio Name e.g. Independent Director e.g. United States Active 2	022/06/02 - 2022/08/02
e.g. United States	Our company is based in the United States. Our vision is to	
	By checking this box, you agree to our Terms and Conditions and Privacy Policy.	
	ВАСК	SUBMIT

## Can I post a board opportunity anonymously?

Yes, you do not need to disclose your name or the name of the fund complex in your post. In the 'Company Information' section, under 'Company Name' or 'Posting Organization Name' simply describe the role and organization in high-level terms. For example, 'Large Open-End Equity Mutual Fund Complex.' Your contact information is not shared with applicants.

Diligent Director Network Home Groups	Opportunities	ୟ   👰
Post New Opportunity Description Location Description Location	COMPANY INFORMATION Enter one or both. This information is public and will be shared with other users. Company Name Large Open-End Equity Mutual Fund Compl Posting Organization Name	Required *
	EXIT	NEXT

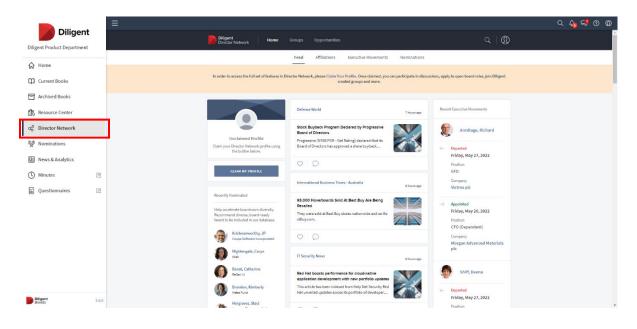


### For Existing Diligent Boards Users

# I am an existing Diligent Boards user. Do I need to register for Director Network and will I need separate credentials to access Director Network?

As an existing Diligent Board user, you must register for Director Network to access it from your established account. After you register for Director Network, Diligent will confirm your access is set up properly and then notify you. The icon to access Director Network will appear on the navigation menu of your home screen the next time you log into Diligent. You can also access your Boards account from the Director Network login page by clicking 'Sign in with Boards'.









# **Other Questions?**

For questions regarding posting an opportunity in Director Network, contact Shalace Gregg at <a href="mailto:sqreqg@diligent.com">sqreqg@diligent.com</a>.

For questions relating to IDC and fund boards, please contact Lisa Hamman at <u>lhamman@ici.org</u>.

For questions about Diligent and access to its products, please contact our support team at directornetworksupport@diligent.com.