

A Simple Skills Audit

It is key for an organisation to know what skills and knowledge its board members have. A skills audit is a process used to identify the skill gaps in an organisation.

This document should be filled out by each member of the board to identify the skills they bring to the organisation. This resource is produced by TrusteeWorks and may be freely copied and adapted for use by charities and not for profit organisations.

Name

Skill/expertise/knowledge/qualification	✓ ✗	How would you contribute your skills, experience or qualifications to the Board?
Administration		
Board/committee experience		
Campaigning		
Change Management		
Charity/voluntary organisation governance		
Conflict resolution		
Customer Care		
Enterprise/business development		
Facilitating meetings		
Finance		
Fundraising		
HR/Training		
Income generation		
Influencing		
IT/Systems		
Leadership		
Legal		
Listening		
Marketing		

People Management		
PR/communications		
Project Management		
Property		
Relationship Management		
Service user/beneficiary of the organisation		
Team development		
Voluntary Sector Experience		
Other (Specialist experience or qualifications relevant to voluntary organisation e.g. medical, campaigning, advice)		

Motivation

Do you have a particular interest or reasons for being/wanting to be a trustee with this

organisation?

Diversity

A diverse board is able to reflect and support the delivery of an organisations’ mission. Do you have specific service user experience, social or family experience, background or general interests that will help us better support the goals of the organisation?

Areas of work

Are there any areas of the work of the organisation you have a particular interest in and/or

would like to become more involved in?