



Trustee Skills Audit

A skills audit is a process used to identify the skill gaps in an organisation. Even if you aren't recruiting new charity trustees at the moment, building a picture of the skills of the current board is still invaluable. Trustees can complete a form each as below. A nominated person can then collate the results to get a good overview of the experience and talent available amongst current board members. It gives the board the information it needs to assess how the board may be affected by retiring trustees or any new challenges the charity faces. An established skills register will also help organisations respond more quickly when new trustees are needed.

A skills audit will capture the current skills of the trustee board and highlight possible gaps in trustee skills or where professional guidance is required. The audit can help guide the board to recruit or co-opt new trustees with the key knowledge, experience or skills required to enhance its performance and capability. Skills and experience are not static and updating the skills register annually will help keep the information current and relevant.

Name

Skill/expertise/knowledge/qualification	x	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		



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Legal		
Listening		
Marketing		
People Management		
PR/communications		
Project Management		
Property		
Relationship Management		
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



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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?