



Board Skills Audit

Trustee/Board Member's Name:

Board members/Trustees should complete the information below, ranking their understanding of each subject.

- ☺ Excellent understanding of this subject
- ☹ Basic understanding of this subject
- ☹ Little or no understanding of this subject and would like more training/information

	☹	☹	☺
Our Organisation			
I understand what our organisation does			
I understand the subject our organisations deals with			
I understand what is going on in the charitable/not for profit/third sector in our local area			
I know our local geographical area well			
Business Skills			
I know what good administration looks like			
I understand our management accounts and financial reports			
I understand the what audit means and the role of the auditor to our organisation			
I understand our risk register			
I know what good customer service looks like			
I know what good marketing looks like			
I know how to raise funds through events, donations and community activities			
I know how to complete a grant/funding application form			
I have experience of strategic planning			
I have experience of human resource management/personnel			
I have experience of project management			
I have experience of and understand monitoring and evaluation			
I have experience of social media and/or digital communications			
I understand GDPR and data protection			
I have experience in legal practices relevant to our organisation			

	☹	☺	😊
I have experience in property management			
I have experience and/or an understanding of business development			
I am a good communicator (verbal, written)			
Charitable Status			
I understand the governance of our organisation			
I understand the role of a trustee/board member			
I have experience of chairing meetings			
I am experienced at attending meetings and contributing to discussions			
I have experience of being a trustee/board member for other organisations			
I have experience of volunteer management			
I have been a volunteer with an organisations			
Leadership			
I have experience of managing people			
I understand equality and diversity			
I have experience of organising team building			
I have experience of change management			

This Skills Audit form is purely an example, it should be amended to suit the needs of individual organisations – adding appropriate topics etc.

Skills Audits should help you identify gaps when recruiting new board members/trustees