

Sample trustee skills audit

The aim is to identify the specific contribution each trustee can make to the board. To do this, trustees need to have a clear understanding of where and how they can make a contribution.

This sample audit can help to identify the skills each trustee can bring to the board. It can be adapted to suit your organisation's needs and form part of the induction process for new trustees. It may also be useful for existing trustees.

1. What kind of expertise, experience or skill do you consider you can bring to the board?

- | | |
|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Knowledge of the organisations needs |
| <input type="checkbox"/> Campaigning | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Conflict resolution | <input type="checkbox"/> Management |
| <input type="checkbox"/> Customer care | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Equal opportunities | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Policy implementation |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Property management |
| <input type="checkbox"/> Governance | <input type="checkbox"/> Research |
| <input type="checkbox"/> Human resources | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Information technology | <input type="checkbox"/> Training |
| <input type="checkbox"/> Knowledge of community | <input type="checkbox"/> Quality systems |

2. What other experience or skills do you feel you can offer?

3. Are there any areas of the organisation's work in which you have a particular interest in and/or would like to become more involved?

4. What motivated you to want to become a trustee?