**Trustee board skills audit – your experience**

#### For a board to make the most of its trustees, it’s useful to know what skills they possess. This skills audit considers some key areas and enables you to assess the level of your knowledge.

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| **Area of experience** | | **Level of knowledge** | | | **Comments** |
| **Good** | **Limited** | **None** |
| **Operation of trustee board** | Setting aims and objectives |  |  |  |  |
| Formulating policy |  |  |  |  |
| Setting priorities |  |  |  |  |
| Strategic and business planning |  |  |  |  |
| Governance structures |  |  |  |  |
| Legal aspects of managing a charity |  |  |  |  |
| Monitoring progress |  |  |  |  |
| Working as a team |  |  |  |  |
| Chairing and running meetings |  |  |  |  |
| Taking minutes |  |  |  |  |
| Setting agendas |  |  |  |  |
| Administration |  |  |  |  |

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| **Area of experience** | | **Level of knowledge** | | | **Comments** |
| **Good** | **Limited** | **None** |
| **Specific skills** | Legal knowledge |  |  |  |  |
| Equality and diversity |  |  |  |  |
| Insurance |  |  |  |  |
| Managing premises |  |  |  |  |
| Information technology |  |  |  |  |
| Financial management |  |  |  |  |
| Budgets |  |  |  |  |
| Cash flow |  |  |  |  |
| Investment |  |  |  |  |
| Business planning |  |  |  |  |
| Fundraising |  |  |  |  |
| Negotiating grants |  |  |  |  |
| Finding new donors |  |  |  |  |
| Fundraising & events |  |  |  |  |
| Marketing |  |  |  |  |
| Liaising with the media |  |  |  |  |

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| **Area of experience** | | **Level of knowledge** | | | **Comments** |
| **Good** | **Limited** | **None** |
| **Networking** | Local government |  |  |  |  |
| Central government |  |  |  |  |
| Research and campaigning |  |  |  |  |
| Promotion and PR |  |  |  |  |
| **Overseeing the bureau** | Managing staff |  |  |  |  |
| Managing volunteers |  |  |  |  |
| Recruitment and selection |  |  |  |  |
| Induction |  |  |  |  |
| Support and supervision |  |  |  |  |
| Appraisal |  |  |  |  |
| Training |  |  |  |  |
| Career development |  |  |  |  |
| Motivating staff |  |  |  |  |

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| What other skills or experience do you feel you offer to the trustee board? |
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| Are there any particular areas of the bureau’s work in which you would like to be involved? |
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| Any other comments? |
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