

Skills Audit

Management Committees operate most effectively when their members come with different skills, knowledge, backgrounds and experiences. This variety helps the Committee meet its many responsibilities and contributes to the dynamics and creative energy within the group.

Recruitment of new members presents an opportunity to identify and address gaps in representation and skills in your Committee's membership. You may need to consider whether your Management Committee has the skills and knowledge it needs to lead and direct the organisation towards its vision and aims over the next 3-5 years.

The skills audit has 3 stages:

1. Identify the qualities, skills, and experience that you want your committee to have. Please note this is a draft template and it is essential that you tailor it to the needs of your own organisation. Consider the future development plans for your organisation to ensure that your Committee has the skills to lead the organisation over the next 1-3 years.
2. Ask each of your current Committee members to identify the skills and qualities they have and place a tick against these, in the individual columns (i.e. Board Member 1 use column A, Board Member 2 use column B.)
3. Once you have identified the skills you have you can see the gaps that exist.



	Current Committee Members								Gaps
	A	B	C	D	E	F	G	H	
Qualities e.g.									
Commitment to organisation									
Integrity									
Strategic Vision									
Good independent judgement									
Ability to work in a team									
Ability to think strategically									
Willingness to speak their mind									
Partnership working									
Skills/ knowledge e.g.									
Your organisation									
Local voluntary sector									
Local statutory agencies									
Fundraising									
Campaigning									
Funding applications									
Business									
Governance									
Marketing and promotion									
Events management									
Planning									
Public relations									
Human resources									
Legal (specify type of law)									
Research and policy									
General management									
Financial management									
Project management									
Monitoring and evaluation									



	A	B	C	D	E	F	G	H		Gaps
IT										
Community development										
Children and young people										
Minute taking										
Media										
Networking and public speaking										
Volunteer Management										
Committee Skills										
Experience of being a Chair										
Experience of being a Secretary										
Experience of being a Treasure										
Organisational experience e.g.										
Business										
Government										
Public Sector										
Voluntary Sector										
Other relevant Characteristics e.g.										
Age										
Ethnicity										
Location										
Gender										

