

Exercises using the NOS – as an individual

Exercise 9 *Sample trustee skills audit*

Steps:

This sample skills audit can help you to identify the skills you that you bring to the board. It can be adapted to your organisation's needs to form part of the induction process for any new trustee.

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

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Knowledge of the community |
| <input type="checkbox"/> Campaigning | <input type="checkbox"/> Knowledge of the needs the organisation exists to meet |
| <input type="checkbox"/> Change | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Conflict resolution | <input type="checkbox"/> Management |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Management/restructuring |
| <input type="checkbox"/> Customer care | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Development | <input type="checkbox"/> Media/PR |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Neighbourhood renewal |
| <input type="checkbox"/> Equal opportunities | <input type="checkbox"/> Networks/alliances |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Policy implementation |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Property |
| <input type="checkbox"/> General strategic planning and training | <input type="checkbox"/> Research |
| <input type="checkbox"/> Governance | <input type="checkbox"/> Systems |
| <input type="checkbox"/> History of the sector | <input type="checkbox"/> Other (please give details) |
| <input type="checkbox"/> Human resources/training | |
| <input type="checkbox"/> Information technology | |

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

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

4. What motivated you to become a trustee of the charity?

(Source: NCVO)

