

Individual trustee skills audit

The following should be filled out by each member of the board to identify the skills they bring to the organisation.

Name

Level of expertise: 1 = highly experienced, 2 = proficient, 3 = some experience, 4 = no experience

Skills, expertise, knowledge qualifications	Level of Expertise				Comments
	1	2	3	4	
Administration					
Board/committee experience					
Campaigning					
Change management					
Charity/voluntary organisation governance					
Conflict resolutions					
Customer care					
Digital					
Enterprise/business development					
Facilitating meetings					
Finance					
Fundraising					
HR/Training					
Income generation					
Influencing					
IT/systems					
Leadership					
Legal					
Listening					
Marketing					
People management					
PR/communications					
Project management					
Property					
Relationship management					
Service user/beneficiary of the organisation					
Team development					
Voluntary sector experience					
Other (Specialist experience or qualification relevant to voluntary organisations e.g. medical, campaigning, advice, etc.)					