



Skills Evaluation Date:
Review Date:
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Board Skills Evaluation (Trustee Skills Audit)

A high performing Board can play an important part in ensuring that an organisation grows and is impactful in every activity or service that it delivers.

This Board Skills Evaluation document and accompanying tool is a self-assessment exercise that should be used to help to determine the strengths and areas of improvement for your Board.

Step 1: Assessing the current Board

Before starting the individual assessment process, reflect on the following as a board;

1. Does the Board in some way represent the community it serves and if not, how can this be achieved?
2. Does the board represent a range of identities and is it diverse in it's make up?
3. What other groups, sectors or communities are important to the organisation and should they be represented on the Board?
4. What specialist skills and expertise does the organisation need that are not represented in the wider staff or volunteer team?

Step 2: Assessing the board of trustees skills, expertise and experience

The next step is to assess individual skills, experience and interests using the accompanying assessment tool.

There are a range of skills and experience listed, but you can add you own. Some typical skills that are useful include:

- Business Development / Fundraising
- Communication / Marketing / Brand
- Finance / Accounting
- Human Resources/ Talent Development
- Legal expertise
- Programme Management
- Strategic / Organisational Development



Board members need to show a personal commitment to sharing the Group's objects, mission and values. They must also be willing to represent the group and be willing to promote the work of the organisation both within their personal networks and to the wider world.

Step 3: Evaluation and actions

Once completed, the individual assessments can be collated to help your group build a picture of what skills, experience and knowledge you have as a board. It can also be a useful tool in determining the skills you should be focusing on in any future searches for new Board Members.

Step 4: Ongoing development and review

It's important to annually reevaluate this audit so that your group can continue to develop. It will also assist with ongoing recruitment and planning as the organisation needs grow and change.