

APPENDIX 1

Individual Trustee Skills Audit

<b>Name</b>
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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 – Social Media, Website					
Enterprise/business development					
Facilitating meetings					
Finance					
Fundraising					
HR/Training					
Income generation					
Influencing					

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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.)						

**APPENDIX 1**  
**Motivation**

Do you have a particular interest or reasons for being/wanting to be a trustee of this organisation?

**Diversity**

A diverse board is able to reflect and support the delivery of an organisation's mission. Do you have a specific service user experience, social or family experience, background or general interests that will help us support the goals of the organisation?

**Areas of work**

Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in?