

Board Member Skills Audit Tool

A skills audit is useful to ensure that the Board have the skills required to successfully manage the organisation. The audit tool can be used to identify training needs and capacity building areas, or before recruiting new members for the Board.

The tool can be used for the Board as a whole or can be completed by each Board member and a report drawn up by compiling the results.

The steps are as follows:

1. Nominate one person from the Board to facilitate the process and check that outcomes and decisions have been implemented. (possibly the chair)
2. Check that the list of skills is relevant to your Board. You may need to add skills to the list, such as areas of expertise that relate to specific activities of the organisation, as well as to upcoming projects and objectives of the organisation.
3. Go through each skill and record whether the skills exist, either at the individual or Board level. Some areas, such as strategic planning may need a basic level of competence for all members; there is a space in the table for the Board to determine what skills should be held by all members and what areas of expertise it is satisfactory to have as the responsibility of one member of the Board.
4. Following completion of the review the Board will need to decide what the areas of greatest priority are, and will need to recruit members to the Board with these skills, or access training for existing members.
5. To ensure that the review translates into actions, there should be a clear action plan with nominated lead personal and deadlines for completion of tasks.

Table 1: To be completed by Individual or Group:

Areas of expertise / skill	Individual level: Do I have these skills? Board Member Level: Are these skills present in the group? Answer:- yes, no, some (give details).	What level of priority is this skill for the Board? 1 = urgent / necessary 2 = important, although not urgent 3 = can wait	Does this skill need to be shared by all members, or one representative member
Budgeting			
Chairing			
Employment / HR			
Evaluation and monitoring			
Financial management			
Fundraising			
Legal matters			
Management / Governance			
Media			
Minute taking			
Networking Public Speaking			
Event Management			
Policy			
Promotion and Marketing			
Strategic and Operational Planning			
Other:			
Other:			

Table 2: To be Completed by Group facilitated by Nominated Person

Area requiring action	Action required	Who and when