

Activity 2: Skill and experience table (optional)

What?

This activity can help you identify what skills and experience you already have on your board and what (if any) are missing. This can be used when recruiting new trustees. The list of skills and experience is based on the National Occupational Standards (NOS) for trustees.

Why?

Giving consideration to the skills and experience your board needs, what it currently has and identifying any gaps can help you focus on what you need for the board. When trustees are planning to stand down you should consider what skills and experience you will lose.

This exercise is intended to identify what, if any, gaps exist on the board, not in individual trustees. Any information gathered should be treated sensitively. Check that everyone is happy with the approach before going ahead.

When?

This activity works best as part of a board meeting. Alternatively, trustees could complete this exercise individually. Someone should be appointed to pull together the responses and present this information to the board. The board could then discuss the findings and what it means for the role.

How?

1. The board should work together (or in small groups), or trustees could complete individually. For each skill or experience, decide whether we have experience in this area/we know about this/we would like to know about this. Tick the relevant column.
2. Where an item is not applicable to your organisation, you should cross it out or note in the box 'not applicable'.
3. Add any skill or experience that you feel is missing from the list. Maybe members of the board have a hobby or an interest that you feel would be of use to the board or the organisation? Blank rows have been left for you to fill in.
4. Review the third column. What, if any, key skills are missing? Make a note of them – there is space for this below the table. This will allow you to see what additional skills and experience you would like to recruit.
5. You can use this list in adverts or when talking to potential trustees. You could add it to the role description (see [Activity 3](#)).

Optional: You could make this a living document. Instead of placing ticks in the columns, add the names of trustees who feel that they have that particular skill or experience. This way, when new trustees arrive or others leave, you can add or remove names. Review regularly so existing trustees can add any new skills they have developed. In this way you will always have an up to date skills list.

Skills and experience table for [name of organisation]

Date completed [insert date]	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Administration Getting things in order			
Campaigning Telling people about issues to bring about change			
Change management Helping people to adjust to a new way of working or circumstance			

	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Diversity and inclusion Promoting equality of opportunity, diversity and inclusion			
Financial Like managing a budget or your own money			
Fundraising Looking for opportunities to raise money			
General strategic planning Thinking about the big picture			

	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Governance The systems and processes to ensure the organisation is run effectively			
Knowledge of the sector Experience or knowledge gained of other voluntary and community organisations			
Human resources/training Making sure that everyone meets their potential and sharing your skills with others.			
IT & Digital Using technology, web sites, social media, data			

	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Knowledge of the community Knowing what goes on in the area you live or work			
Legal Interpreting the rules and making sure they are applied			
Management Getting things and people organised			
Marketing Telling people what you're doing			

	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Media/PR Using the media to ensure people view you positively			
Neighbourhood renewal Revitalising a local area			
Networks/alliances Talking to and working with your neighbours, local groups and contacts			
Policy implementation Ensuring that things run smoothly and practical solutions are in place			

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	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
Property Looking after what you own			
Research Finding out more about your neighbourhood, cause or community			
Systems Procedures and rules to ensure that things are done			
Add your own What other experience, knowledge or skills do you feel you offer?			

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Experience	Understanding	Development need
We have experience of this	We know about this	We would like to learn more about this