

## Trustee Skills Audit

It is key for an organisation to know what skills and knowledge its board members have. A skills audit is a process used to identify the skills gaps in an organisation.

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

### Name

Skill/Expertise/Knowledge/Qualification	✓ X	How would you contribute your skills, experience or qualifications to the Board?
Administration		
Board/ Committee experience		
Investments		
Charity/Voluntary		
Organisation Governance		
Insurance		
Building maintenance		
Enterprise/ Business Development		
Facilitating Meetings		
Finance/Accounts		
Community Work		
HR/Training		
Income Generation		
Psychology		
IT/Systems/Website		
Mental Health Awareness		

Skill/Expertise/Knowledge/Qualification	✓ X	How would you contribute your skills, experience or qualifications to the Board?
Legal		
Housing Experience		
Marketing		
People Management		
PR/Communications		
Project Management		
Property		
Relationship Management		
HCA/Almshouse Experience		
Care Experience		
CQC experience		
<b>Other</b> (Specialist experience or qualifications relevant to voluntary organisation e.g. medical, campaigning, advice)		

**Motivation**

Do you have a particular interest or reasons for being/wanting to be a trustee with Eleanor Palmer Trust?

**Diversity**

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

**Areas of work**

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