# Trustee skills analysis template

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| --- | --- | --- | --- | --- |
| Name: | | | | |
| Relevant roles (paid & voluntary): | Training or qualifications: | | | |
| Key skills & knowledge gained from these: | Memberships: | | | |
| Social networking memberships: | | | |
| What other experience or skills do you feel you offer? (e.g. languages) | Relevant contacts or relationships: | | | |
| *Please indicate if you have skills or knowledge or qualifications in the following areas (tick those that apply):* | **Interested** | **Some Knowledge** | | **Expert** |
| **Core trustee activities:** | | | | |
| Leadership & senior management |  |  | |  |
| Governance/trustee responsibilities |  |  | |  |
| Financial/ book keeping/ accounting |  |  | |  |
| Property management |  |  | |  |
| Change management |  |  | |  |
| Business/Strategic planning |  |  | |  |
| Risk management and insurance |  |  | |  |
| Legal - Charity Law; Company Law |  |  | |  |
| Committee procedures/ chairing meetings |  |  | |  |
| Equalities & valuing diversity |  |  | |  |
| Networks/ alliances /influence |  |  | |  |
| Knowledge of the community |  |  | |  |
| Fundraising/income generation |  |  | |  |
| **Other areas:** | | | | |
| Campaigning |  |  | |  |
| Policy implementation |  |  | |  |
| Project management |  |  | |  |
| Computers & Information technology |  |  | |  |
| Health & Safety |  |  | |  |
| Management/ management systems |  |  | |  |
| Conflict resolution/ relationship management |  |  | |  |
| HR/ employment law/restructuring |  |  | |  |
| Supervising staff |  |  | |  |
| Safeguarding |  |  | |  |
| Marketing/Media/PR/ Social media |  |  | |  |
| Research |  |  | |  |
| Training |  |  | |  |
| Expertise relating to client group/services |  |  | |  |
| What motivated you to join the board? What areas of work are you particularly interested in? | | | | |
| Do you have any potential conflict of interest issues?(e.g. relationships, financial arrangements, other charity involvements) | | | | |
| **Are you aware of the legal responsibilities of trustees? They are;** | | | | |
| Ensuring compliance (with governing document and any regulatory requirements | Yes | | No | |
| Duty of prudence | Yes | | No | |
| Duty of care | Yes | | No | |
| If not, please read “The Essential trustee” by the Charity Commission and the Charity Code of Governance at your earliest convenience and discuss this with your Chair. | | | | |
| **Are you aware of the legal responsibilities of trustees? Please confirm that none of the following apply to you:** | | | | |
| You have an unspent conviction for an offence involving dishonesty or deception | Yes | | No | |
| You are currently declared bankrupt (or are subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors | Yes | | No | |
| Are [disqualified from being a company director](https://www.gov.uk/company-director-disqualification) | Yes | | No | |
| Have previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement | Yes | | No | |
| If any of these apply to you, it may be possible for the Charity to obtain a waiver. For further details see the Charity Commission website. | | | | |