

Trustee's Skills Audit Questionnaire

Dear Trustee / Future Member,

It's useful to have a clear idea of the skills that each committee member brings to the table. Please complete this form and return it to adrian@yourswiss.org or hand deliver to reception in the community centre.

Print Name:

Please tick the relevant boxes

1 Specific to our organisation

Do you have:

- Knowledge of Swiss Cottage Community Association's work in general?
- Knowledge of Swiss Cottage Community Association's work specifically?
- Knowledge of the local voluntary sector involved with Swiss Cottage Community Association's work?
- Knowledge of the local statutory agencies involved with Swiss Cottage Community Association's work?
- Knowledge of national policy concerning Swiss Cottage Community Association's work?

2 The Voluntary Sector in General

Do you have:

- Knowledge of the sector in general?
- Knowledge of current good practice for charities?
- Experience of other voluntary organisations (as committee)?
- Experience of other voluntary organisations (as staff or volunteer)?

Have you been involved in:

- Campaigning?
- Partnership Working?
- Community Development?

3 Management/Organisation

Have you been involved in:

- General Management?
- Financial Management?
- Project Management?
- Monitoring and Evaluation?
- Planning?
- Strategy?

4 Professional

Have you been involved in:

- Law?
- Accounting?
- IT?
- HR?
- Marketing/PR?
- Training/Development?

5 Committee

Have you been involved in:

- Chairing?
- Consensus building?
- Energy and Enthusiasm?
- Strategic thinking?
- Governance?

Do you have anything you wish to contribute to the committee not mentioned above either in terms of experience, knowledge or skills?

Any other comments?

Signed:

Date: