## CHAIR OF BOARD OF TRUSTEES SKILLS AUDIT

**Explanatory notes –**

1. This form should be completed by applicants for the voluntary opportunity of Chair of Board of Trustees.
2. Additional supporting information, such as CVs and covering letter, should be enclosed along with the skills audit form.
3. Completed forms should be stored safely by the Charity Secretary and used as a basis for developing strategies for recruiting new trustees/bridging skills gaps.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Knowledge / Skills /Abilities**  **(please check appropriate boxes)** | **1. What kind of expertise do you consider you could bring to the Board of Trustees?**  Previous experience of being charity trustee / governance  Understanding of company law  Accountancy / Finance  Administration  Applying for / administering grants  Campaigning  Child protection/legislation  Child welfare / health  Experience of working in multi-cultural setting / equal opportunities  Fundraising  Health and safety  Human resources / training  IT  (please identify what particular areas/level of ability)  Knowledge of domestic violence services  Legal  Management  Marketing  Media / public speaking  Negotiating / influencing / conflict resolution  Policy analysis / implementation  Property management  Research  Strategic planning  Any other (please give details) |
| **2. What other experience or skills do you feel you offer?** | |
| **3. Are there any areas of the charity's work you have a particular interest in and/or would like to become more involved in?** | |
| 1. **What motivated you to become a trustee of the charity?** | |
| **Do you want your application to be considered as a co-chair opportunity?** | Yes/ No |
| **Signature** |  |
| **Date** |  |

**All potential trustees should include the contact details of two referees:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address**  **Tel. number**  **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address**  **Tel. number**  **Email:** |  |