##  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?**
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| **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:** |  |