



**QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS
BOARD OF TRUSTEES SKILLS AUDIT – 2019**

PURPOSE

1. An effective Board of Trustees has a good range of skills, knowledge, experience and a variety of professional and personal experience. A Skills Audit is a useful tool for mapping out the skills and expertise of trustees to identify any gaps in the Board's overall skills. The outcome of the exercise will help inform decisions on development for the Board as a whole, for individual trustees and trustee recruitment.

2. The Skills Audit covers the expertise the Board of Trustees needs to:
 - Exercise overall control of the Association's current business operations;
 - Manage the Association's resources responsibly;
 - Set strategy and oversee its implementation;
 - Ensure the principles etc

INDIVIDUAL TRUSTEE SKILLS AUDIT

The following should be filled out by each member of the Board to identify the skills they bring to the work of the QARANC Association.

Name:	
--------------	--

Level of expertise: 1 = highly experienced; 2 = proficient; 3 = some experience; 4 = no experience

Skills, expertise, knowledge, qualifications	Level of Expertise				Comments
	1	2	3	4	
Administration					
Business acumen					
Board experience					
Committee experience					
Change management					

Skills, expertise, knowledge, qualifications	Level of Expertise				Comments
	1	2	3	4	
Computer literacy					
Facilitating meetings					
Finance: accounting and budgeting					
Management of and advising on investments					
Human Resources					
Influencing					
Information Technology/ Website design and management; use of social media					
Leadership and team development					
Legislation in relation to the organisation's work					
Membership – promotion of; engagement with					
Organising special events					
PR/communications					
Project management					
Property and estate management					
Team working					
Charity / Voluntary sector experience					
Other (please specify and continue overleaf if required).					

