Board audits:  
Example 1

This board audit is part of the annual board development review. Together with the chair, existing board members will need to decide if all the necessary skills, experience, knowledge and competencies are currently available within the organisation, or whether there are gaps that will need to be filled during the year ahead.  
  
**Completing the board audit form**

The form is split into two main sections:

Section 1 seeks details of the bodies and networks you are actively engaged with and the nature of your involvement.

Section 2 shows transferable skills. For each item you are asked to estimate the extent of your knowledge, competence and experience on a scale of 1 to 4 (level 1 being none and level 4 being advanced).

The information you provide will only be shared with other members of the board.

Thank you for your help.

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| --- |
| Name of trustee: |

|  |  |  |
| --- | --- | --- |
| Body or Network | Scope/Sphere of influence  (please delete) | Capacity / Nature of involvement |
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|  |  |  |
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| Section 2: Please estimate the extent of your knowledge or competence in each area of [COMPANY NAME]’s programme of activity by entering 1, 2, 3, or 4 in the column below. Key1 = None, 2 = Basic, 3 = Intermediate, 4 = Advanced |

|  |  |  |
| --- | --- | --- |
|  | Score | Notes |
| Governance |  |  |
| Strategic planning |  |  |
| Business Planning and management |  |  |
| General knowledge of the cultural sector |  |  |
| Particular knowledge of an artform (please state which) |  |  |
| Communication and advocacy  (inc. PR/marketing) |  |  |
| Digital/information technology |  |  |
| Legal |  |  |
| Policy development/public affairs |  |  |
| Financial/funding management |  |  |
| Fundraising |  |  |
| Human Resources |  |  |
| Education and Training |  |  |
| Research and Development |  |  |
| Cultural diversity inc. disability |  |  |
| Other |  |  |

Example 2

To assess the current board’s skills and form part of the induction process for any new trustee.

Name of trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| What motivated you to become a trustee of [COMPANY NAME]. What do you believe will be the most important contribution you can make? |
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| --- |
| What would you like to achieve in your time as a trustee, for [COMPANY NAME] and for yourself? |
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| --- |
| What kind of expertise do you consider you bring to the board of trustees? |
| **(Please use the following to circle your areas of expertise and STATE whether GENERAL or SPECIALIST – please feel free to add information in the space below)**  Administration  Campaigning  Catering  Change management  Conflict resolution  Customer care  Digital/ information technology  Disability  Equal opportunities  Finance  Fundraising  General strategic planning  Governance  Knowledge of the sector  Knowledge of [the particular field in which the organisation operates]  Human resources/training  Income generation strategies/commercial  International  Knowledge of the local community  Legal  Local authorities  Management  Marketing  Media/PR  Neighbourhood renewal/regeneration  Policy implementation  Property  Public sector funding  Research  Other (please give details) |

|  |
| --- |
| Are there any other skills or experiences you would like to share that may be of benefit to the charity? |
|  |

|  |
| --- |
| What areas of the charity’s activities do you have a particular interest in and / or would like to become more involved in?  Or, Where would you like to see the charity in 5 to 10 years? |
|  |