



## Knowledge & Skills Audit

Getting the right mix of skills, experiences and qualities is a key ingredient in building an effective board of stakeholders.

A skills audit is a tool to help your board identify why they have become a member and what skills, knowledge or experience they can contribute to the board.

### Why is an audit useful?

Existing members of your board may possess a range of skills or knowledge that may never have been identified or called upon by the organisation. Prospective new members can be recruited on the basis of what they can bring to the board, complementing and enhancing what is already there and increasing the diversity of both skills and perspectives.

The ideal board member would have every desirable skill and quality, but in the real world we each have only a selection.

If we know what qualities we possess ourselves, and what qualities others possess, we can pool our talents.

### This is not a competition

Everyone on the board/ steering group does not need the same skills.

Some skills are useful to have in several people, whereas others may need only one person to make them available.

Skills can be gained through a qualification, experience or a combination of both.

The matrix can highlight missing or depleted skills in the team, and can be used to plan best use of any training budget available.



# WEYMOUTH BID LIMITED BOARD MEMBERS SKILLS AUDIT

It was agreed at the Board Meeting held on the 12<sup>th</sup> February 2014 that it would be useful to have a clear idea of the skills that each board member brings to the table.

Please complete this form and return it to [claudiamoore@weymouthbid.co.uk](mailto:claudiamoore@weymouthbid.co.uk)

Name .....

What is your professional background? (Include any IT, marketing, HR, accounting, event management, retail or tourism experience)

What experience if any do you have of Board Membership include any officers roles you have held.

**1 Specific to Weymouth Bid Limited. Do you have:**

Knowledge of an area of the Business Plan specifically.

Details

Knowledge of the local voluntary sector.

Details

Knowledge of the local statutory agencies.  
Details

Knowledge of regional/national policy concerning Town Centre etc.  
Details

What area of the Business Plan or whole plan are you particularly interested in? i.e, marketing, events, regulations etc

What skills do you have that will assist in the above areas?

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

What is it you specifically feel you can contribute to the Board?

## **2 Partnership Working**

- Knowledge of partnership working in general  
Details

- Campaigning  
Details

- Community Development  
Details

## **3 Management/Organisation**

- General Management  
Details

- Financial Management  
Details

Project Management  
Details

Monitoring and Evaluation  
Details

Business Planning  
Details

Any other comments?

Signed.....

Dated.....

**Please return to:** [claudiamoore@weymouthbid.co.uk](mailto:claudiamoore@weymouthbid.co.uk)