

Director Skills Audit Template and Board Exercise

This activity can help you identify what skills, knowledge and experience you already have on your board and what (if any) are missing.

Giving consideration to the skills, knowledge and experience your board needs, what it currently has and identifying any gaps can help you focus on what you need for the board, how you can develop it and inform director recruitment. When directors are planning to stand down you should consider what skills and experience you will lose.

This exercise is intended to identify what, if any, gaps exist on the board, not in individual directors. Any information gathered should be treated sensitively. Check that everyone is happy with the approach before going ahead.

This activity works best as part a board meeting. Alternatively, directors could complete this exercise individually. Someone should be appointed to pull together the responses and present this information to the board. The board should then discuss the findings and plan next steps.

How does it work?

1. Review the skills and experience listed. Where an item is not applicable you should cross it out or note in the box 'not applicable'.
2. Add any skill, knowledge or experience that you feel is missing from the list. What does your board/organisation need? Do you have the skills, knowledge and experience you need to govern the charity, taking into account its strategic objectives now and in the future? Blank rows have been left for you to fill in.
3. The board should work together or in small groups, or directors can complete the audit individually. For all skills, knowledge or experience, decide whether you have experience in this area, know about it or would like to know about this. Tick the relevant column.
4. Review the findings. What, if any, key skills are missing from the current board? Make a note of them. This will allow you to see what additional skills, knowledge and experience you would like to recruit. You can use the findings of this audit in your director recruitment advert or when talking to potential directors. You could add it to the role description. It might also form the basis of a learning and development plan with your current board.

Skills, knowledge and experience table for our organisation

Date completed	Experience We have experience of this	Understanding We know about this	Development need We would like to learn more about this
			Administration
			Business acumen
			Campaigning
			Change management
			Digital
	Finance and accounting	Treasurer	
			Fundraising
	Strategic planning	Board	
	Governance	Corporate Secretariat	
	Knowledge of the organisation's operating environment		

Knowledge of the sector
Human resources
Information technology
Legislation in relation to the organisation's work
Marketing
Monitoring and evaluating performance
Policy
Property and estate management
Add your own

This audit is kept on the organisation's SharePoint site. This audit will be available on request in accessible formats and on the GDA website."

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