**TRUSTEE SKILLS AUDIT**

**Name**

**Date**

This skills audit is designed to collect information about the key skills and experience held by the Girlguiding [COUNTY] trustees.

No one trustee is expected to have experience and skills in all areas. The purpose of this audit is to ensure that the executive has the right balance of skills, knowledge and experience needed to set and achieve the charity’s strategic goals, identify future training and development needs as well as inform trustee recruitment and succession planning.

**How to use this audit**

This is a self-assessment audit, so please rate your own skills and experience in each of the following sections. This may be based on your own/professional work and your experience in guiding. Use these definitions to help:

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| --- | --- | --- |
| **Rating** | **Skill level** | **Example** |
| **3** | **Expert** | I have done this as a significant aspect of my work for a considerable amount of time, have had comprehensive training in this area and/or hold a qualification. |
| **2** | **Competent** | I have experience and knowledge in this area and use these skills regularly in my day to day paid work / volunteering (may have had some training). |
| **1** | **Minimal experience**  | I have a basic knowledge in this area and use these skills occasionally in my day to day paid work / volunteering. |
| **0** | **No experience**  | I have no experience in this area |

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| --- | --- | --- | --- |
| **Area** | **Brief description** | **Score** | **Brief details/comment** |
| Governance | Experience as a trustee of a voluntary organisation – including planning for the future over a 3 to 5-year timeframe; collective decision making; managing risk |  |  |
| Managing Change | Experience of creating and implementing change  |  |  |
| Experience of Girlguiding | Direct or indirect experience as a volunteer, young member, or parent/carer of a Girlguiding young member. |  |  |
| Youth work/ youth participation  | Experience of formal or informal youth work and/or engaging young people in decision-making.  |  |  |
| International guiding | Awareness/experience of international opportunities available for members, including as part of WAGGGS. |  |  |
| Volunteer leadership and management | Experience of volunteer management and development. |  |  |
| Membership retention and growth  | Experience of using data and insight to identify membership trends and/or growth potential; experience of setting, working towards and monitoring growth targets; and/or experience of supporting volunteer or youth member retention and growth.  |  |  |
| Finance | Experience in having overview of charitable funds – e.g. understand income and expenditure; balance sheet and cash flow; have skills in a related discipline such as fundraising, accountancy, investment management. |  |  |
| Property | Responsibility for managing maintenance and development of (heritable) properties. |  |  |
| Commercial Acumen | Experience / knowledge of how to run a business to generate operational surplus; entrepreneurial awareness. |  |  |
| HR/IT/Project management | Experience of best practice in office functions. |  |  |
| Managing concerns/ compliance | Knowledge / experience of operational compliance with Girlguiding policies and procedures, including experience of managing people and procedures.  |  |  |
| Safe space and risk | Experience of child protection, health and safety, risk logging and risk assessment. |  |  |
| Communications | Experience of working with brand/messaging; understanding of internal and external audiences; understanding and experience of using social and traditional media  |  |  |
| External networks | Contacts/routes for links to professional services, other youth organisations, wider civic society in Scotland or media. |  |  |
| Other skills /experience  |  |  |  |