

Community First New Forest

Checklist of skills required by members of a Board

The following is an ideal profile of the collective skills and experience that should be represented by a Board taken together. It is recognised that most people will only possess a few of the separate skills / experience items, and that many will not have formal qualifications in the area but will have gained their knowledge through practical experience. This is equally valid. The point of this exercise is not to act as a hurdle to put people off applying to participate in the Board, but to act as a checklist to help the Board identify:

- a) any gaps in skills or experience which could be plugged by co-option, or technical assistance
- b) training and development work that could usefully be offered to Board members
- c) any issues which could be dealt with at time of Board Induction.

SKILL / EXPERIENCE	Comment	Good	Some	Develop	Buy In
Financial management skills -					
• Budgeting and management accounting	Significant experience of doing this 'for real'				
• Financial accounting	Formal accounting qualification				
• Charity Commissioners, HMRC etc. requirements	Has had significant direct responsibility for this				
• Charity accounting	Understanding of technical requirements of charities accounting				
• Trading experience	Significant experience of doing this successfully on 'own account' or in a company position of responsibility				
• VAT experience	Has maintained a VAT account, undertaken quarterly VAT returns, understands VAT				
• Tendering, bidding	Significant experience of bidding for competitive contracts				

SKILL / EXPERIENCE	Comment	Good	Some	Develop	Buy In
<ul style="list-style-type: none"> Company Director / Company Secretary experience 	Has actually undertaken this role				
Service Marketing Skills					
<ul style="list-style-type: none"> Service marketing experience 	Significant experience of market research, analysis and development of or implementation of a marketing strategy for a service business				
<ul style="list-style-type: none"> Publicity, advertising, information distribution 	Experience of public launches, organising information bulletins, flyers, publicity material, etc.				
<ul style="list-style-type: none"> Public relations 	Experience of writing press releases, influencing decision-makers, organising events, organising membership systems				
General Management					
<ul style="list-style-type: none"> Target setting and performance evaluation in a voluntary organisation or small service business 	Has done this 'for real'				
<ul style="list-style-type: none"> Business planning and prioritisation 	Has done this 'for real'				
<ul style="list-style-type: none"> Running meetings 	Track record of effective meeting handling				
Personnel Matters					
<ul style="list-style-type: none"> Job specification, selection and recruitment 	Is happy to write job descriptions and person specifications and run the recruitment process				
<ul style="list-style-type: none"> Payroll / personnel administration 	Has had significant experience of this – either doing it or responsible for it				
<ul style="list-style-type: none"> Negotiation with staff / appeals / staff relations 	Would take on responsibility for negotiating terms and conditions with staff, chairing appeals committee, dealing with grievances				
<ul style="list-style-type: none"> Employment legislation 	Broad awareness of employment legislation				

SKILL / EXPERIENCE	Comment	Good	Some	Develop	Buy In
• Volunteering and volunteer development	Direct experience of working with / managing / developing volunteers. Awareness of volunteer-related issues				
• Assessing / administering personnel development	Human Resource experience				
• Experience of training agencies, other schemes	Negotiated programmes or courses				
• Staff and volunteer training	Direct experience of organising and delivering training				
Equal Opportunities Issues					
• Disability rights	Reasonably detailed knowledge or experience of the needs of disabled people and current issues				
• Race relations	As above				
• Gender	As above				
General Legal Matters					
• Contract and consumer law	Reasonably current understanding				
• Human rights, confidentiality, data protection	Reasonably current understanding				
• Property law	Experience of leases, land development, site management				
Health and Safety					
• Health and Safety Policy	Written H&S policies, been responsible for H&S in an equivalent (i.e. not just an office) environment				
• Risk assessment	Undertaken risk assessments and implemented results				

SKILL / EXPERIENCE	Comment	Good	Some	Develop	Buy In
• Health & Safety law	Good understanding of H&S requirements				
Environmental					
• Green travel planning / green transport	Understanding / experience of current policies and practices				
• Environmental impact assessment	Practical knowledge of EIAs, or EN ISO 14001 – Environmental Management Systems				
• Dangerous goods, chemicals, fuel handling	Direct experience of managing the risks involved with dangerous / flammable substances,				
• Alternative energy, recycling	Knowledge of potential costs / benefits of alternative energy for vehicles, offices.				
Safeguarding / Client Protection					
• Children and Young People					
• Vulnerable Adults					
Market Understanding					
• Regeneration / community development	Significant direct or professional understanding of current issues, structures, processes. Advantage if in local context.				
• Health	As above				
• Community organisations	As above				
• Education, early years, development	As above				
• Work, training schemes	As above				
• Youth work	As above				
• People with mobility difficulties	As above				
• People from ethnic minorities	As above				

SKILL / EXPERIENCE	Comment	Good	Some	Develop	Buy In
Networking Links					
• With funders / potential funders	Regular (e.g. weekly) meeting with key people from funders				
• With the voluntary sector	Regular (e.g. weekly) meeting with key people from main intermediate agencies				
• With other operators					
• With local industry, commerce, community	Focus on intensity of involvement				
• With national policy / strategy makers					
Other					
• Time available!	Must have time available to put into this position				
• Community knowledge	Live / work in the local community				
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