

Worksheet:

Management Committee Skills Audit

A skills audit can be used to identify areas of knowledge or skill that need to be developed, or that should be specified when targeting your recruitment of new members to the Management Committee.

Instructions:

The following table indicates some of the core skills required by an effective Management Committee. This exercise is most effective if completed as a sub-committee or by the Management Committee, considering the collective expertise of your Committee. However, if handled sensitively, this could also be completed as a skills review with individual Committee members.

1. Check that these skills are all relevant to your committee's role and responsibilities. You may wish to add to this list, tailoring to the needs of your own organisation. Make sure you consider the future development plans for your organisation to ensure that your Committee has the skills to lead the organisation over the next 1-3 years.
2. Consider, does your Management Committee have each of these skills amongst its members?
3. Consider, is the skill level adequate to enable the Committee to carry out its responsibilities effectively? (You may, for example, find that one person has skills in strategic planning, but really, each Management Committee member needs to be able to actively contribute to this process.)
4. Not all of these skill areas will be high priority for your committee at the current point in time. Nor can you take action in every area simultaneously. Prioritise those which are most urgent and vital to your ability to deliver on your objectives. (e.g. if you are shortly to be running a public campaign, media skills may currently be a particularly high priority).
5. Finally, ensure that your skills audit translates into improvements in your committee's effectiveness by putting in place an action plan, with target dates, and delegated responsibility.

Remember! When drawing up your action list, don't forget to add a due date for each action to ensure that your list is time bound and delegate responsibility to ensure the action is completed.

Areas of skill/expertise:	Do we have these skills?	Are skills at a satisfactory level?	Rate priority 1 – urgent 2 – important, but not urgent 3 – can wait	Action Required:	Target Date?	Who will be responsible?
Example:: Budgeting	Yes	<i>Not all Management Committee members have adequate skills</i>	<i>2 – important, but other Committee members can carry in short term</i>	<i>Example: Specify requirement for budgeting or financial management skills when recruiting new members. Organise short training session.</i>		
Budgeting						
Chairing						
Employment issues/practice						
Evaluation & monitoring						
Financial management						
Fundraising						

Areas of skill/expertise:	Do we have these skills?	Are skills at a satisfactory level?	Rate priority 1 – urgent 2 – important, but not urgent 3 – can wait	Action Required:	Target Date?	Who will be responsible?
Legal awareness						
Management						
Media						
Minute taking						
Networking & public speaking						
Organising events						
Policy making						
Promotion & marketing						
Strategic/operational planning						