

**Trustee skills audit**

Name		Date completed	
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**Please type X in the boxes to indicate your areas of experience/ knowledge/ expertise:**

Architecture		Landscape architecture		Architectural technology		Other (please specify)	
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**Please type X in one numbered box, as below, and an additional X for training needs.**

<b>1:</b> Qualification/ experience/ proficiency at senior level	<b>2:</b> Some knowledge/ experience/ proficiency/ understanding	<b>3:</b> Little or no knowledge/ experience/ proficiency/ understanding
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	High	Some	None
<b>Social issues related to ABS's work</b>	1	2	3
Understanding of ABS's purpose/mission			
Poverty relief (and assessing of charitable need in this area)			
Social care and welfare (and assessing of charitable need)			
Mental health problems (and assessing of charitable need)			

Training			<b>High or some proficiency</b>
Intro	Refresher	Advanced	If you have indicated high or some proficiency, please detail your experience and/or training/qualifications in this area.

Please save completed document and return to ABS. Thank you.

We will audit the skills of current/ prospective trustees & other advisory group members annually in this way.

Disability (and assessing of charitable need)			
Housing advice			


	High	Some	None
<b>Charity sector experience and understanding</b>	1	2	3
Monitoring / evaluating service delivery, quality and impact			
Legal issues as they affect voluntary sector organisations			
Information technology including database management			
Project management			

Training			<b>High or some proficiency</b> If you have indicated high or some proficiency, please detail your experience and/or training/qualifications in this area.
Intro	Refresher	Advanced	

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Architects Benevolent Society

Fundraising and income generation			
Marketing and promotion			
Digital, including social media			
Campaigning and/or public affairs			
Business development			


	High	Some	None
	1	2	3
<b>Management &amp; Governance</b>			
Policy development, implementation and review			

Training			<b>High or some proficiency</b> If you have indicated high or some proficiency, please detail your experience and/or training/qualifications in this area.
Intro	Refresher	Advanced	

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Legal issues (including data management)			
HR management & development (inc conflict resolution)			
Equal opportunities			
Leadership and strategic planning			
Change management			
Audit and Accounting management			
Financial investment (including property)			


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Risk management			
Committees and working groups - chairing			


<p><b>Please use this section to detail any other skills or experience relevant to the work of the ABS.</b></p>	
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