



Activity 2

Skills and Experience Table





What?

This activity will help you identify what skills and experience you already have on your board and what, if any, are missing. You can use this when recruiting new board members. The list is based on the National Occupational Standards for Trustees, but also incorporates standards which sport may expect or desire.

Why?

Giving consideration to skills and experience of your board can help you to focus on what your board needs in a future appointment. When board members are intending to stand down you may want to consider what skills and experience you will lose. This exercise is intended to identify the gaps across the board and not the gaps of knowledge of each individual.

If you have a representative board this activity may help you raise awareness and target the people with the skills or experience your board needs. You may also undertake this activity to help you identify the areas of development for your board members and who will be trained or developed in those areas. Further to this it could serve as a form of succession planning for roles such as Chair of your board.

If you are able to appoint board members then you may use this activity to identify the areas of development and therefore the qualities, experience and knowledge you need to look for when appointing a new board member.



When?



This would be a good activity to conduct at a board meeting where everyone can work together to identify the gaps in skills or experience. Whilst the board as a collective is responsible, you may also wish to nominate someone as the lead or champion for a particular skill or activity

How?



Take the list of skills and edit it to create your own template with the list of skills you feel your board ideally should have (either mark something as not applicable by adding this to the boxes or greying it out, or add skills which may be particular to your activity. It is recommended that you do not delete whole points as they may be something you want to bear in mind. There may be things you do not need now, but may in the future.).

Identify for each skill if you feel this is an area of strength or an area for development. You may want to identify the person on the board who brings the most experience in this area or who is happy to bring knowledge to the table or you may want to record it that the board as a collective will take responsibility for all areas. Identifying a person for one area does not absolve the board from their responsibilities as a collective but it may help to have one individual keeping a check on how well the board are delivering against that one area.

If it is an area of development or a skill/experience that is lacking it may be worth identifying how you intend to improve. You may choose to recruit someone with this knowledge or you may identify a current board member to receive training or support to attain the appropriate knowledge.



Skill, Experience or Knowledge	Rating Strong 1	2	3	4	Weak 5	Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
Administration	1 2 3 4 5						
Business development	1 2 3 4 5						
Campaigning	1 2 3 4 5						
Change management	1 2 3 4 5						
Conflict resolution	1 2 3 4 5						
Consultancy	1 2 3 4 5						



Skill, Experience or Knowledge	Rating					Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
	Strong 1	2	3	4	Weak 5		
Customer care		1	2	3	4	5	
Diversity and inclusion		1	2	3	4	5	
Event management		1	2	3	4	5	
Financial/Budget control		1	2	3	4	5	
Fundraising		1	2	3	4	5	
Strategic planning and management		1	2	3	4	5	



BOARD RECRUITMENT FOR SPORTS & RECREATION ORGANISATIONS

Skill, Experience or Knowledge	Rating Strong 1	2	3	4	Weak 5	Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
Leadership		1	2	3	4	5	
Governance		1	2	3	4	5	
Knowledge of sport and recreation sector		1	2	3	4	5	
HR/Training		1	2	3	4	5	
Information technology		1	2	3	4	5	
Legal		1	2	3	4	5	



Skill, Experience or Knowledge	Rating Strong 1	2	3	4	Weak 5	Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
Management		1	2	3	4	5	
Marketing		1	2	3	4	5	
Media/PR		1	2	3	4	5	
Member relations		1	2	3	4	5	
Networks and sector relationships		1	2	3	4	5	
Public affairs		1	2	3	4	5	



Skill, Experience or Knowledge	Rating Strong 1	2	3	4	Weak 5	Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
Policy implementation	1 2 3 4 5						
Property management	1 2 3 4 5						
Research	1 2 3 4 5						
Sports development	1 2 3 4 5						
Systems and processes	1 2 3 4 5						
Understanding of sport structures	1 2 3 4 5						



BOARD RECRUITMENT FOR SPORTS & RECREATION ORGANISATIONS

Skill, Experience or Knowledge	Rating					Board Champion (write board member who leads in this area)	Development Action (training or recruitment)
	Strong 1	2	3	4	Weak 5		
Understanding of wider recreational activities/issues	1 2 3 4 5						
Add skills specific to your organisation	1 2 3 4 5						