

**Factsheet** 3

Trustee skills audit checklist.

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**Trustee name:** \_\_\_\_\_

**Please indicate with an 'x' the level of experience/expertise you think you have:**

**3** = Professional, in-depth knowledge or skills in this area.

**2** = Significant knowledge or skills in this area.

**1** = Some knowledge or skills in this area.

Management competencies and experience	<b>3</b>	<b>2</b>	<b>1</b>
Legal, including charity law			
Strategic planning a strategy development			
Financial control and budget management			
Organisational development			
HR and employment legislation			
Commercial experience			
Funding and fundraising			
Marketing & PR			
Communications			
In-depth understanding of disability/mobility issues			
International experience			
Knowledge of the workings of Government(s)			
Organisational performance accountability			
Other(s) (please specify)			

## Leadership and strategic development series

Personal attributes	3	2	1
Passionate about promoting the health & mobility of disabled people			
Trusteeship elsewhere or voluntary sector involvement			
Ambassadorial and representational skills			
Vision- able to set and monitor long term priorities			
Communication, influencing and interpersonal skills			
Political awareness			
Network of good contacts –e.g. political, funding, etc.			
Other(s) (please specify)			

Date completed: \_\_\_\_\_

### Free business skills service for charities.

The Cranfield Trust is a national charity offering **free business skills, advice and guidance** to voluntary, community and social enterprise organisations. Our free services include individually tailored business consultancy for charities working in the areas of poverty, disability or social exclusion, online HR advice (*for charities registered in England and Wales*) and specialist charity masterclasses on topics including finance, business planning and marketing.

**If you are interested in learning more about how we could help your charity, please contact us:**



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