



Club Committee Skills Audit (Volunteers)

The form below should be filled out by each member of the board or committee to identify the skills they bring to the organisation. Please provide detail if necessary, for example professional qualifications or experience gained through employment.

Name:

Level of expertise: 1 = highly experienced, 2 = proficient, 3 = some experience, 4 = no experience

Skills/Expertise/Knowledge/ Qualifications	Level of Expertise				Comments (please give any relevant information)
	1	2	3	4	
Administration					
Board/committee experience					
Broadcast – contracts & live stream					
Business Planning					
Change management					
Charity/voluntary organisation governance					
Conflict resolution					
Design – graphics, print					
Digital – e.g. website editing					
Event management					
Facilities management & development					
Financial Management					
Fundraising applications					



Health & Safety					
HR & Training					
Income generation					
IT systems					
Leadership					
Legal					
Marketing					
Media operations, comms & PR					
Operations					
Partnership working					
People management					
Project management					
Property & Estates					
Relationship management					
Retail & Licensing					
Social Media					
Video Content – creation & editing					
Other					
(Specialist experience or qualification relevant to voluntary organisations e.g. medical, campaigning, advice, etc.)					