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| Forget Me Not Board members | Name: |  |

Knowledge, experience and skills: self evaluation

The table below outlines the skills and competencies that are desirable for Board members to have in order to operate effectively. Please assess your own level of competence against each area by entering a number from 1 – 4 that is the closest match to your own experience and competence level.

|  | Level 1 | Level 2 | Level 3 | Level 4 | Your Score  1-4 |
| --- | --- | --- | --- | --- | --- |
| NED, trustee or ED in another charity, social enterprise or business | No skills or experience | Some previous experience of being a NED, trustee or ED | Experience of being a NED, trustee or ED in a similar organisation | Extensive experience of being a NED, trustee or ED in a similar organisation |  |
| Strategic decision making | Little or no experience of strategic decision making | Some experience of making strategic decisions | Experience of strategic decision making in a similar organisation | Extensive experience of making strategic decisions which effect the direction of a large or similar organisation |  |
| Financial management (including business planning, financial management, funding and retail management) | Little or no skills or experience | Some experience with a basic understanding of the concepts and some skills in financial management | Some experience of holding a senior finance role in a similar organisation, including the ability to understand, analyse and interpret financial statements and well developed skills, used to manage and mitigate risk | A qualified accountant with extensive experience of leading a Finance function in a similar organisation with significant financial acumen and experience of establishing long term financial strategies, optimising financial assets and cash flow and advise on investments |  |
| Human Resources | Little or no HR or Organisational Development knowledge | A broad understanding of HR and OD acquired in a non specialist role | A capable, qualified HR and OD professional who uses their knowledge to provide a range of advisory services | A dynamic HR and OD leader who is able to operate and influence at the highest levels so that people are at its heart and are supported by a range of leading edge policies and procedures |  |
| Audit | Little or no experience of audit practices | General experience in issues relating to audit practices | Experience in audit processes and relevant legislation | Substantial experience in audit, including the agreement of annual plans and the proactive use of internal and external audit to inform its approach |  |
| Risk Management | Little or no experience of risk management | General experience in issues relating to risk management | Experience in risk management processes and relevant legislation | Substantial experience in risk management including design and implementation of appropriate control and mitigation mechanisms |  |
| Legal | Little or no legal experience | Some general familiarity with broad legal requirements | Relevant legal skills and appropriate regulatory frameworks and legislation experience | Possession of a legal qualification and a highly skilled individual who has a deep understanding of relevant legislation to ensure all compliance obligations are met |  |
| Knowledge of legal and regulatory frameworks | Little or no corporate governance, regulation or compliance skills | Sufficient skills to ensure good governance and regulatory compliance is adhered to | Well rounded corporate governance, regulatory and compliance skills which means the organisation is able to meet its statutory and regulatory requirements | The ability to lead on corporate governance, regulation and compliance reporting to statutory and regulatory bodies as necessary. |  |
| Commercial expertise | Little or no commercial expertise | Limited experience within the commercial development field | Some experience within the commercial development field, in areas relevant to social enterprise development and contracting with health and social care services | Extensive commercial experience, in areas relevant to children’s health and social care, palliative care or training in the healthcare sector |  |
| Equality and Diversity (E&D) | Little or no knowledge of  E & D | Some knowledge of E & D and its relevance to families, volunteers and employees | A solid knowledge of E & D including the charity’s obligations under the Equality Act 2010 | In depth knowledge of  E & D which demonstrates an understanding of how to embed successfully so that inclusion is effective and valuable |  |
| Connection with West Yorkshire and or North Manchester | No connection to the areas | Limited connections to the areas | Some connections to the areas through employment, family or home | Strong connections to the areas through living and/or working with a network of local contacts |  |
| IT | Day to day use of basic MS office programs | Day to day user of a range of IT systems to manage data and a range of business processes | Able to produce a business requirements spec to define new system designs which are aimed at driving efficiencies and improved user experience | Sophisticated IT knowledge including the procurement and implementation of a range of systems which support business process management and drive efficiencies |  |
| Marketing | Little or no marketing knowledge or expertise | Some marketing knowledge including use of own social media accounts | Demonstrable understanding of the value of marketing and communications to a charity as a means to underpin fundraising and reach | Qualified marketer with skills used in a professional setting on a day to day basis |  |
| Facilities and estates management | Little or no knowledge or expertise | Some knowledge in relation to compliance | Demonstrable understanding of compliance and regulations in relation to estates and facilities management | Estates and facilities professional, extensive experience of compliance and working with regulators |  |
| Retail management | Little or no expertise | Some knowledge in relation to retail and or charity retail operations | Previous experience of working at a high level in retail or charity retail. | Extensive knowledge of retail and or charity retail, including the development of a charitable trading venture |  |
| Business / product development | Little or no expertise | Some experience of developing new concepts | Previous experience of business / product development in a business or retail setting | Extensive experience of developing and testing ideas, launching new products and services and growing revenue within a retail or business setting. |  |