

Imperial College Union Board of Trustees Skills Audit
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1.0 Objective

- 1.1 An effective board needs a range of skills, attributes and personal experience to enable it to work towards its aims and objectives.
- 1.2 Governance best practice states that a skills audit should be conducted yearly to ensure the board membership have the skills and capacity for the board to function in leading and developing the organisation.
- 1.3 The results will show where the gaps are collectively for the Board but also training and development opportunity for the individual.
- 1.4 For reference the last skills audit was undertaken 3 years ago and was facilitated by an external company.

2.0 Background

- 2.1 Board is made up of 14 members of whom 7 are elected annually from the student membership.
- 2.2 The current composition and length of terms can be seen in appendix ii however what this shows is the annual turnover of half of the members leaves the Board with a yearly change in the skill set of the members. This is a both an opportunity and a risk in that there is a changing set of skills and student type which brings fresh perspectives but also a risk in that there isn't time to help develop the individuals skills gaps.

3.0 Method And Timeframe

- 3.1 Governance Committee agree the approach of the skills audit – 1 June
- 3.2 Members will be asked to complete an online self-appraisal survey (see appendix i).
 - 3.2.1 They will be presented with a list of skills and asked to rank where they feel they are in possessing these skills and also should they desire further training in that area. Completed by end of June
- 3.3 Results collated to identify the board collective skills gaps. Individual will receive their own collated reports.
- 3.4 Report produced and submitted to Board – mid July
- 3.5 A development plan for individual development training and recruitment plan produced – September

4.0 Outcome

- 4.1 The audit will capture the current skills of the board and highlight possible gaps in trustee skills of where training and guidance is required.
- 4.2 This will also be used to guide the recruitment for the lay trustee, alumni trustee and appointed student trustee and also influence the succession planning for the appointed and external trustees.
- 4.3 Going forward, as the elected members are elected in May, but don't take office until August, the skills audit can be undertaken in June and help shape the induction and training plan in advance of them joining the Board. It also helps to shape the recruitment for appointed trustees of which the process starts in October.

Draft skills audit template

Skills	Highly Skilled	Skilled	Some proficiency	No expertise	Further training desired
Qualities					
Commitment to organisation					
Integrity					
Strategic Vision					
Good independent judgment					
Ability to work in a team					
Ability to think strategically					
Willingness to speak their mind					
Skills/ knowledge					
Fundraising					
Campaigning					
Business					
Governance					
Marketing/Branding/Social Media					
Events management					
Planning					
Relationship Management					
Human resources					
Legal					
Research and policy					
General management					
Financial management					
Project management					
Monitoring and evaluation					
IT					
Community development					
Networking and public speaking					
Volunteer Management					
Organisational experience					
Imperial College Union					
Business					
Government					
Public Sector					
Voluntary Sector					
Other relevant Characteristics					
Age					
Study type if applicable i.e. UG/PGT/PGR					
Ethnicity					
Location					
Gender					
What other experience or skills do you feel you offer?					

Current Trustee Length of Terms

Trustee		31-Jan-15	31-Jul-15	01-Aug-15	31-Jan-16	31-Jul-16	01-Aug-16	01-Jan-17	31-Jul-17	01-Aug-17	31-Jan-18	31-Jul-18	01-Aug-18	31-Jan-19
External	Neil Sachdev													
External	Kate Owen													
External	Jill Finney													
External	Vacant													
Alumni	Andy Heeps													
Officer Trustees	1 August - 31st July yearly													
Elected Trustees	1 August - 31st July yearly													
Appointed Trustee	Tim Seers (appointed January 16)													
Appointed Trustee	Alex Raposo (appointed January 16)						Course ends 30 September 2016							