

## Example Committee Members Skills Questionnaire

Name:

Please answer yes even if your knowledge is limited; skills can always be strengthened or updated through training.

### Committee Experience

Question	Answer (Delete as appropriate)	Comments
Have you ever been a member of a committee?	Yes / No	
Have you ever been Chairperson of a committee	Yes / No	
Have you ever been Treasurer of a committee	Yes / No	
Have you ever been Secretary of a committee	Yes / No	
Have you ever been Any other role on a committee? please state	Yes / No	
Do you know what a constitution or governing document is? Would you be able to explain this to others?	Yes / No	
Do you know anything about the different types of committee, e.g., registered charity, charitable incorporated organization (CIO)?	Yes / No	

### Administrative Experience

Question	Answer (Delete as appropriate)	Comments
Do you have experience in Keeping accurate files and records?	Yes / No	
Do you have experience in writing professional business letters?	Yes / No	
Do you have experience in taking clear and concise minutes at meetings?	Yes / No	
Do you have experience in using a variety of computer programs for creating spreadsheets, word processing, mail merging, publishing, if so please state which?	Yes / No	
Do you have experience in designing, updating, or maintaining web pages?	Yes / No	

Question	Answer (Delete as appropriate)	Comments
Do you have experience of social media, Facebook, Twitter to promote services and events?	Yes / No	

### Childcare

Question	Answer (Delete as appropriate)	Comments
Do you have any knowledge or experience of childcare and early education as a profession?	Yes / No	
Are you familiar with the Early Years Foundation Stage curriculum?	Yes / No	
Have you ever attended safeguarding children training?	Yes / No	

### Financial Planning and Record Keeping

Question	Answer (Delete as appropriate)	Comments
Do you have any experience in finance, accountancy, or bookkeeping?	Yes / No	
Have you had any experience of raising money for an organisation?	Yes / No	
Have you ever used spreadsheets for financial planning and accounting?	Yes / No	

### Staffing

Question	Answer (Delete as appropriate)	Comments
Do you have any training or experience in recruitment of staff and conducting interviews?	Yes / No	
Do you have any knowledge of employment law?	Yes / No	
Do you or have you ever managed staff?	Yes / No	
Do you have any knowledge of risk assessment or health and safety laws?	Yes / No	

### Managing a Business

Question	Answer (Delete as appropriate)	Comments
Do you have any experience with writing a business plan?	Yes / No	
Are you familiar with the requirements of the Data Protection Act?	Yes / No	

Question	Answer (Delete as appropriate)	Comments
Have you completed any training in equal opportunities and diversity?	Yes / No	
Do you have any experience of Quality Assurance?	Yes / No	
Have you had any experience in marketing or publicity? If so, please give a brief description	Yes / No	
Do you have contacts with any prominent local people e.g., members of parliament, local or county councilors, well known or key businesspeople, sporting, film or stage personalities etc.? If so, please give details.	Yes / No	