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Episode 11 Succession Planning

A Skills Matrix makes visible, at a glance, what your committee currently brings — and where the gaps are. List your committee members across the top, then work through each category below with your committee, filling in the skills and knowledge that matter to your organisation and ticking off who currently holds each one.

[Organisation name] — Skills Matrix

SKILL / ATTRIBUTE	[Name 1]	[Name 2]	[Name 3]	[Name 4]	[Name 5]	[Name 6]	[Name 7]
GOVERNANCE AND LEADERSHIP							
<i>Committee governance and administration experience, strategic thinking, legal or risk knowledge</i>							
FINANCIAL MANAGEMENT							
<i>Budgeting, financial reporting, fundraising and grant experience</i>							
COMMUNICATION							
<i>Marketing, media, digital and member/stakeholder communication skills</i>							
SECTOR SPECIFIC SKILLS							
<i>Skills or knowledge specific to your sector</i>							
ACTIVITY SPECIFIC SKILLS							
<i>Skills or knowledge specific to your organisation's primary activities</i>							
OTHER SKILLS							
<i>Any specific technical, administrative, trade or professional skills relevant to your organisation</i>							