

# Committee skills self-assessment tool

In this document, we have aimed to pull together the skills that the ideal local group committee might have. We realise that there is huge variety amongst local groups in terms of their size, reach, and numbers of committee members, and don't expect you to be able to tick all of the boxes. **Instead, we hope that you will use this to identify areas which you would like to prioritise, to help your group to grow in the future.**

We recommend that each committee member completes this initially, and then use the completed forms as a basis for discussion as a whole committee. Consider whether there are any skills which no committee members feel they have. Are you too reliant on one or two committee members to fulfil the majority of the skills? What areas would you prioritise when recruiting new committee members?

Skill	I am good at this	I am okay at this	I am not great at/ overly interested in doing this	Is anyone else in your committee good at this?
Leadership during and between meetings				
Ensuring decisions are put into practice				
Representing the group at functions, meetings and events				
Organising others				
Meeting deadlines				
Organising committee meetings and AGMs				
Taking meeting notes				
Responding to enquiries				
Organising events and activities				
Working with babies and toddlers				
Working with primary-aged children				
Working with teenagers				
First aid				
Health and Safety				

Skill	I am good at this	I am okay at this	I am not great at/ overly interested in doing this	Is anyone else in your committee good at this?
Written communication				
Verbal communication				
Recruiting new members				
Supporting parents				
Providing information and advice				
Relationship building with families				
Finding and engaging harder to reach groups				
Relationship building with local organisations				
Relationship building with local decision-makers				
Campaigning for better local services				
Marketing				
IT				
Managing website and social media				
Involving local media				
Managing the group's finances				
Fundraising				
Safeguarding children and young people				
Ensuring the group fulfils its legal responsibilities				
Ensuring the group follows relevant policies and procedures				

Now that you have completed this, you may be interested to see our suggestions on how you could divide up these tasks amongst your committee members, which can be found [here](#), on the NDCS website.