

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		

Question

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 contracts for (a) 1B/F2 and (b) 1B/F2