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| **DOCUMENT TITLE** | Board skills matrix |
| **LAST UPDATED** | December 2022 |
| **PURPOSE** | This tool is designed to help boards of directors assess the level of knowledge, skills and experience each director has in various skill areas, as well as the collective knowledge, skills, and experience of the board. |
| **HOW TO USE** | Please note that the list of knowledge, skills, experience, and attributes is not exhaustive, and each organization should consider the appropriateness what is being assessed based on the needs of the sport, and with specific reference to the needs of the vision, mission, strategy, and strategic plan. |
| **ADDITIONAL NOTES / CONSIDERATIONS**  This document has been designed as a template to support the assessment of required skills and experience that a club, association, or other not-for-profit organization may require to successfully execute its strategic plan. This assessment can help guide recruitment efforts for new board members and development opportunities for the existing board of directors. It is recommended to be modified as desired by the organization and board.  While this matrix is competency focused and does not outline diversity metrics, it is strongly recommended that gender identity, age, ethnicity, geography, etc., also be considered.    This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. | |
| Remove this table from the document before revising and using with your organization. | |

# Board Skills Matrix – LITE Version B

## How to use this tool

1. The board should agree on the appropriate knowledge, skills, and experience required for the organization's effective governance and execution of its strategic plan. Use the list below as a starting point; edit, add, or remove items as agreed. Refer to your organization’s vision, values, strategic plan, and any other supporting documents that may assist in developing an appropriate board skills matrix for your organization.
2. Each director should fill out the matrix, evaluating themselves and every other board member against the list of competences.
3. Responses should be collated to produce a report that outlines total scores for each board member and a total score for the board. This report should be used by the board for discussion related to recruitment of new board members and development of existing board members.

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| Scale |  |
| High - 3 | Has extensive experience and holds relevant qualifications for comprehensive understanding of the competency area. This includes (but is not limited to) having:   * Relevant experience of at least five (5) years specific to the skill in an area directly relatable to the organization, including experience on boards, or at a senior management level. * Relevant qualifications specific to the competency area. |
| Medium - 2 | Has knowledge, skills, experience or training sufficient for sound understanding of the competency area. This includes (but is not limited to):   * Relevant experience of at least three (3) years, specific to the competency area. * Many relevant qualifications or transferable qualifications to the specific competency area. |
| Low - 1 | Has had some ancillary/indirect exposure to the competency area through work experience or training, sufficient to enable awareness of, but little practical application of the competency area. |
| Not Applicable - 0 | Has little to no experience or knowledge of the competency area. |

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| Desired knowledge, skills, and characteristics | Director #1 | Director #2 | Director #3 | Director #4 | Director  #5 | Director  #6 | TOTAL |
| Skills |  |  |  |  |  |  |  |
| Analytical and problem-solving skills |  |  |  |  |  |  |  |
| Financial literacy |  |  |  |  |  |  |  |
| Communication skills |  |  |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |  |  |
| Team player |  |  |  |  |  |  |  |
| Outcome or results-oriented |  |  |  |  |  |  |  |
| Commitment to organizational mission, vision, values |  |  |  |  |  |  |  |
| Experience |  |  |  |  |  |  |  |
| Governance/board experience |  |  |  |  |  |  |  |
| Sport administration |  |  |  |  |  |  |  |
| Strategic planning |  |  |  |  |  |  |  |
| Human resources |  |  |  |  |  |  |  |
| Legal |  |  |  |  |  |  |  |
| Risk management |  |  |  |  |  |  |  |
| Government relations |  |  |  |  |  |  |  |
| Financial management |  |  |  |  |  |  |  |
| Marketing and communications |  |  |  |  |  |  |  |
| DIRECTOR TOTAL |  |  |  |  |  |  |  |