

ICSA publishes new guidance on specimen skills for charity trustees

19 March 2008: The Institute of Chartered Secretaries and Administrators (ICSA) has published a new guidance note outlining how a charity should build a specimen skills register for its trustee board. In order to maintain an effective board, a charity should have an up to date register of its trustees' skills, attributes and experience. Undertaking a skills audit and maintaining a skills register will enable a charity to achieve its goals and ascertain where knowledge is held in the trustee board and where professional guidance may be required. During the recruitment process, a charity will also benefit from having a skills audit and register since it will enable them to identify the organisation's most desired skills and experience and match them with that of the potential new recruit. The guidance note includes a template for a skills register which encourages trustees to take a broad approach to their skills base and establish how they will be of use to the charity.

Louise Thomson, ICSA's Head of Policy Not-for-Profit comments: 'A charity of any size needs to assured that the skills, experiences and knowledge of the trustee board are closely aligned to the needs of the organisation. A board which regularly reviews this skills mix and is committed to acquiring new skills to augment the board are likely to be more effective in delivering their charitable benefits.'

The guidance note can be downloaded from the ICSA website at www.icsa.org.uk

Editor's notes

The Institute of Chartered Secretaries and Administrators (ICSA) is the qualifying body for company secretaries and a leading authority on corporate governance. It publishes guidance notes and best practice guides and through its subsidiaries provides events, information and training, boardroom performance evaluation and dedicated software. The ICSA has 36,000 members worldwide and is represented in over 70 countries.