**Training Needs Assessment Template for Board Members**

**Why conduct a Training Needs Assessment for Board Members**

Nonprofits often seek out Board members who bring valuable skills or experiences to the table but who may not have previous experience on Boards or a background in corporate governance. These Board members might represent the beneficiaries of the organization, have strong ties to the community or bring a specific skillset which the Board needs. While every Board member will bring their own area of expertise, it is important that every Board member has an understanding of nonprofit governance. The below template is designed to identify any gaps which the Board may need to address with training.

**How to use this template**

The template on the next page gives a very basic list of areas Board members should be familiar with.

For a nonprofit which is a company limited by guarantee and a charity, all Board members should score higher than 2 for areas 1-7. Where a Board member scores 2 or less, this should be addressed.

Areas 8 onwards should be adjusted depending on the specific role of the Board member and the needs of your organisation.

This training needs assessment can be used for new Board members and on annual basis for continuing Board members. It may form part of a wider Board effectiveness review.

**How to address training needs**

Carmichael offers a range of [scheduled training](https://www.carmichaelireland.ie/courses/) and [resources](https://www.carmichaelireland.ie/resources/). Carmichael can also provide training or support which is [customised](https://www.carmichaelireland.ie/what-we-do/training-consultancy/consultancy-customised-training/) for your Board. Our [Board Chairs Network](https://www.carmichaelireland.ie/what-we-do/supports/board-chairs-network/) gives Chairs and Vice Chairs of nonprofit Boards the opportunity to meet and learn from each other. Our [podcast](https://shows.acast.com/623a51eb5e7be90014a35726?fbclid=IwAR0locdUNsiNO3ROephFgKGItzRuIWSlTj2wMNkegIKeoOdJ1N2Tfc3pA1I) covers a wide range of areas relating to good nonprofit governance.

**Training Needs Assessment for Board Members**

Please rate your understanding of each of the below on a scale of 1-4

1= new to me

2= needs refreshing

3=adequate

4=advanced

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| --- | --- | --- |
| **Area** | **(Rating 1-4)** | **Note** |
| 1. Board Roles and Responsibilities
 |  |  |
| 1. The Charities Act 2009
 |  |  |
| 1. The Companies Act 2014
 |  |  |
| 1. The Charities Governance Code
 |  |  |
| 1. Risk Management
 |  |  |
| 1. Strategic Planning
 |  |  |
| 1. Financial Oversight
 |  |  |
| 1. The Role of the Board Chair (if relevant to this Board member)
 |  |  |
| 1. The Role of the Treasurer (if relevant to this Board member)
 |  |  |
| 1. The Role of the Company Secretary (if relevant to this Board member)
 |  |  |
| 1. Fundraising
 |  |  |
| 1. HR
 |  |  |
| 1. Insert other areas which are important to your Board.
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