



XYZ Not-for-Profit board

	FINANCIAL	LEGAL	SECRETARIAL	ORG SPECIFIC	FUNDRAISING /EVENTS	HUMAN RESOURCES	SECTOR SPECIFIC	STAFF LIAISON	POLICY / COMPLIANCE	TANGATA WHENUA
Ideal Capacity	1	1	1	2	2	1	2	1	1	1
Trustee 1	1						1			
Trustee 2		1								
Trustee 3			1		1					
Trustee 4				1						
Trustee 5				1						
Trustee 6										1
Trustee 7										
Trustee 8								1		
TOTAL	1	1	1	2	1	0	1	1	0	1

A board skills matrix is a tool designed to map out the current knowledge and competencies of board members, highlighting any gaps. The above example is one way to use the matrix for succession planning and setting selection criteria for new board members.

While boards don't need to be proficient in every area, they should understand the optimal combination of skills needed to effectively achieve the organisation's strategic goals. The number of board members should reflect the organisation's size and complexity, ensuring coverage of as many competency areas as possible. However, it's also important to recognise areas that might need to be outsourced, such as financial, legal, or HR expertise.

Boards should consult their founding documents, rules, or deeds to ensure their composition aligns with these guidelines or consider amending them if they are outdated. The matrix can be expanded and customised to better fit the organisation's specific needs, including adding weightings to different competencies.

Your BDO adviser can assist with developing your board matrix, as well as with strategic and succession planning, ensuring your Board can confidently lead the organisation to its full potential.

LEARN MORE

Discover how BDO's Not-for-Profit services can help you: www.bdo.nz/en-nz/industries/not-for-profit
Or contact your local BDO adviser for further assistance.