**Introduction**

A Skill Gap Analysis process will assist board to have a clearer understanding of:

* The relevant skills, qualifications and experience required to meet board goals (“wish list”),
* Current gaps in skills and diversity,
* Current strengths so that Director’s skills can be utilised to their full potential,
* Appropriate professional development opportunities to up-skill Directors, and
* Information required to inform future board recruitment strategies and develop a plan of action.

This template is intended to assist boards or Governance Sub-Committees to undertake this process. To have an accurate understanding of current board skills, and to accurately complete the skill gap analysis process, it is also recommended that the board undertakes a skills audit.

1. **Goal Setting**

List the short, medium and long term goals of the board.

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| **Short Term Goals:** |  |
| **Medium Term Goals:** |  |
| **Long Term Goals:** |  |

1. **Skills, Qualifications and Experience**

List the key skills that would contribute to successfully meeting the Boards Goals? (What does the board consider to be the Ideal skill mix?) Consider the following broad skill sets**:** *Finance, Marketing, Human Resources, Legal, Administration, Local knowledge of game, Others?*

What academic qualifications and/or number of year’s industry experience in each of the sought after skill sets is preferred in order to be considered for the board?

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| **Skills** | **Academic Qualification and/or Years Experience** |
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1. **Board Diversity**

What board composition (*consider age, gender and cultural background)* is considered important to maximise board effectiveness and to successfully reflect the views of members and the broader society?

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| **Board Composition** |
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1. **Board Strengths and Skills Gaps**

Review the skills audit (if undertaken) and desired qualifications, skills, experience and board composition to determine current board strengths and any “skill gaps”.

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| **Board Strengths** | **Skill Gaps** |
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1. **Action Plan**

What actions can the board take to obtain appropriate qualifications, skills, experiences and a board composition that will be most successful in fulfilling the purpose of the Board?

Consider actively seeking and attracting skills, recruitment strategies, up skilling etc. Include how actions will be carried out, timeframes and who is responsible.

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| **Action** | **Timeframe** | **Responsibility** |
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