Skills Matrix

When searching for volunteers or new committee members, clubs often forget to take skills into account. It’s worth taking a look at your club’s current volunteers and the skills they have and then trying to make sure that new volunteers can fill any gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **How many hours a week can you volunteer?** | **What is your profession?** | **Put a tick next to the skills area you have experience in** | **Additional comments** |
| **Coaching** | **IT** | **Finance** | **Marketing** | **Legal** | **Organising events** |
| P Quinn | 1 hr | Child-minder | ✓ |  |  |  |  |  |  |
| S Davies | 1 hr | Plumber |  |  |  | ✓ |  |  |  |
| J Khan | 4 hrs |  |  |  |  |  |  |  | Don’t have experience in these areas but very interested in learning more about marketing. |
| D Amoy | 1 hr |  |  |  |  |  |  |  |  |
| I Smith | 3 hrs | Web developer |  | ✓ |  |  |  | ✓ |  |
| E Wray | 1 hr |  | ✓ |  |  |  |  |  |  |

By asking a few simple questions on the membership forms, such as current occupation or willingness to help out, you can get a better understanding of which members might be able to offer support and in which areas. For example, you may already have an accountant within the club that is willing to give up some time to help with financial tasks.

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