

**Literacy Alberta  
Board Members Skills and Capacity Survey**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ 2009

- I have an interest in and commitment to lifelong learning/continuing adult education
- I am a member of Literacy Alberta – [Click here for membership information](#)

**Time Commitment:**

- Able to commit to attending 6 boards meetings a year (may require some travel) (one weekday and Saturdays)
- I am committed to attending the Annual Symposium/conference (usually 3 days) (may require some travel)
- I am able to commit to approximately four hours per month (preparation for meetings, tasks as assigned during board meetings, attending committee meetings)
- I am committed to keeping informed of the organization's activities
- I am not in conflict of interest by serving on the board
- I am available to represent the organization at public events, luncheons, award presentations

**Has experience/expertise in:**

- Board experience (Chair, Secretary, Treasurer, Director, Other)
- Volunteering
- Staff management
- Fund Raising
- Special Event Planning
- Networking

- Developing priorities and goals for the organization/staff
- Strategic Planning
- Board Governance
- Public speaking/promoting the organization at events - spokesperson
- Media (promoting the organization to the media – media contacts)
- Assessment (of organization's effectiveness)
- Marketing
- Communications
- Conflict resolution
- Non-profit finance (i.e. accounting, tax, financial statements, budgets, etc)
- Consensus decision making processes
- Leadership
- Proposal writing/reporting
- Representing organizations with funders and government officials
- Volunteer recognition, management
- Human Resources (hiring, performance reviews, creating job descriptions)
- Advocacy
- Developing policy, bylaws, mission statements, vision statements, goals, Terms of Reference
- Adult education
- Technical writing – policy manuals etc.
- Office development (i.e. filing systems, payroll systems etc)
- Computer skills (I.T., software training/development, etc)

Comments:

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Other interests, skills, areas of expertise which may benefit the organization:

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