

## VOLUNTEER CENTRE DACORUM

<b>Trustee Skills audit</b>	
<b>Budgeting</b>	
<b>Business / Strategic Planning</b>	
<b>Chairing meetings</b>	
<b>Data protection</b>	
<b>Decision Making</b>	
<b>Delegating</b>	
<b>Equal Opportunities</b>	
<b>Finances / accounting</b>	
<b>Fundraising</b>	
<b>Giving feedback</b>	
<b>Handling conflict</b>	
<b>Handling the media</b>	
<b>Health &amp; Safety</b>	
<b>Human Resources</b>	
<b>I.T. / Computer networks</b>	
<b>Insurance</b>	
<b>Interviewing</b>	
<b>Leadership</b>	
<b>Legal</b>	
<b>Lobbying and campaigning</b>	
<b>Management</b>	
<b>Managing premises</b>	
<b>Minute taking</b>	
<b>Monitoring &amp; evaluation</b>	
<b>Motivating</b>	
<b>Negotiating</b>	
<b>Networking</b>	
<b>Objective setting</b>	
<b>Organising events</b>	
<b>Persuading donors to give</b>	
<b>Policy making</b>	
<b>Promotions, Marketing &amp; Public Relations</b>	
<b>Public speaking</b>	
<b>Purchasing premises</b>	
<b>Quality Systems – Investor in People, PQASSO etc</b>	
<b>Recruitment</b>	
<b>Supervising staff</b>	
<b>Team working</b>	
<b>Time management</b>	
<b>Voluntary Sector knowledge</b>	
<b>Volunteer Management</b>	
<b>Writing funding applications</b>	