

Board of Directors Skills and Experience Assessment Matrix Chart

Annually, the Skate AB I NT I NU Board of Directors reviews the skills and experiences of the current Directors to identify where gaps may exist and to prioritize skills and experiences needed for the future. The Nominating Sub-Committee will consider identified skills and experiences when recruiting potential candidates for the next election. Skills and experience gaps and priorities will also be taken into consideration in the Board Succession Plan. The use of this tool will assist the Board in having the skills needed to guide the association in having representatives of its membership and members possess a variety of expertise and experiences. The list of skills and experiences are not exhaustive. Annually the Board will review the list adding, deleting and prioritizing skills and experiences as appropriate.

a. Individual Indicators	Notes/Descriptions
Preferred Pronouns	
Committee Diversity Indicators (optional)	
Demographic Indicators	(NC=New Canadian, IP=Indigenous People, RG=Racialized Group, NRG=Non-Racialized Group, PD=Person with Disability, 2SLGBTQIA+, PNA=Prefer not to answer)
Geographical Indicators	(R=Rural, U=Urban, NA=Northern Alberta, SA-Southern Alberta, CA=Central Alberta, OOP = Out of Province, TER= Territorial, OOC=Out of Country, PNA=Prefer not to answer)
Program Indicators	(CS=CanSkate, CP=PowerSkate, ST=Star, PP=Podium Pathway, SYS=Synchro, A=Adult, AS=Adaptive)
Role Indicators	(C=Coach, CL = Club/School, O=Official, S=Skater, G=Parent/Guardian/Personal responsible, V=Volunteer, E=Employee)
Age Range	(18-24, 25-50, 51-64, 65+, PNA=Prefer not to answer)
Languages Fluent	
<i>NOTE: Geographic, Program & Role Indicators may be represented by current or past experience. Please consider relevancy with respect to past experience.</i>	
b. Governance	
Board Governance	Experience with breadth and scope of governance matters; this could include experience at a profit or non/not for profit organization, club, section or municipal level
Committee Governance	Experience on a committee with breadth and scope (i.e. experience in a governance-level committee)
Policy Development	Experience developing Board governance policies and monitoring their implementation

c. Administrative	
Finance & Accounting	Financial background; someone who understands aspects of financial management
Legal	Experience may be with contract/agreement writing
Information Management (IT/Computers)	Background or experience with IT/computer programming/websites
Human Resources	Experience with workforce planning, succession planning, employee relations and legislative/regulatory obligations for employers (covers areas such as payroll, WCB, RRSP regulations, etc).
d. Marketing	
Brand Promotion	Experience with aspects of brand development, promotion, marketing
Partnership Development	Experience or skill set at a business or volunteer level
Public Relations	Experience or skill set at a business or volunteer level
e. Strategic	
Strategic Planning and Reporting	Experience or skill set at a business or volunteer level
Enterprise Risk Management	Experience or skill set at a business or volunteer level
Fundraising/Sponsorship	Experience or skill set at a business or volunteer level
f. Skate Canada and Section	
Skate Canada Clubs and Skating Schools	Experience with a Skate Canada club in any aspect: board, committee, volunteer
Skate Canada Sections	Experience as a Region Rep, Region Coaching Rep, Committee member
Technical Experience - Coaching	
Technical Experience - Officiating	
Technical Experience - Athlete Development	
Equity, Diversity, Inclusion and Accessibility Awareness/Education	
Safe Sport Policy and Procedure Knowledge	
g. General Skills and Traits	
Leadership	
Motivation	
Effective Communication	
Conflict Resolution	
Effective Teamwork	
Inter-personal Dynamics	
Critical Thinking	
Decision Making	