



Herefordshire Cricket Board Skills Matrix Input Form

Introduction:

This skills matrix supports effective Board recruitment and succession planning. Therefore, at the start of each term in office, each Director must complete and return the attached form in order to provide a statement of the skills and experiences they hold.

Instructions:

- 1) This form has been provided to the Board, it must be returned to the HCB Secretary within 14 days of receipt.
- 2) The form has been provided as a physical copy but can be sent in electronic format on request.
- 3) This form should be completed by the Director personally.
- 4) This form should be completed by filling in the personal details section below and by placing a "x" in the appropriate box for every skill or experience the Director believes they possess.

Guidance:

For the skills matrix to be valuable, the information it contains must be accurate and consistent across all Board members. The guidance should be followed as to whether a Director should indicate if they have an existing skill or experience:

- 1) A skill or experience should only be checked if the Director has "a significant and long-term" experience in the area and would be reasonably described as "skilled" or "expert" in that area.
- 2) A skill or experience should only be checked in the knowledge that the Board may call on that skill or experience from a given Director in the day-to-day working of the Board.
- 3) A skill or experience can have been gained through either professional or personal experience and may be a formal qualification (e.g. law, accountancy, coaching).

All information provided will be stored securely by HCB.

HCB Board Skills Matrix Input Form

Personal Information:

Name: _____

Signed: _____

Date: _____

Role/Area of responsibility

(please delete as appropriate)

Skills and Experiences:

Please place a "x" in the relevant boxes where you possess the skill or experience stated.

Skill/Experience	Possessed by Director
CEO Management/Development	
Coaching	
Commercial/Income Generation	
Conflict resolution	
Cricket Club Development	
Decision making	
Digital	
Disability	
Diversity & Equality	
Elite/High Performance Sport	
Experience with the ECB/Cricket	
Financial Planning/Reporting	
Fundraising	
Governance	
Health and safety HR - performance, appraisal, reward/recognition (not legal)	
ICT/Systems	
Legal	
Marketing and communications	
Media/PR	
Meeting management	
Mentoring	

Membership run organisations	
Negotiating	
Networks - Commercial	
Networks - Cricket	
Networks - Education	
Networks - Political	
Networks - Sport	
Networks - Other	
Officiating	
Organisational Culture & People	
Participation in recreational sports	
Professional Facilities	
Property	
Recreational Facilities	
Safeguarding	
Sales	
Strategic Planning	
Volunteer Management	