



## Knowledge

Purpose and activities  
 Beneficiaries  
 Public benefit  
 Operating environment  
 How your charity works  
 Monitoring, evaluation, impact  
 Governing document  
 Laws, regulations and rules  
 Trustee role  
 Governance in your charity  
 Governance and management  
 Trustee powers  
 Managing money  
 Managing risks  
 Understanding financial reports  
 Generating income  
 Managing staff and volunteers

Accounting and reporting  
 Accountability and involvement  
 Delegated authority  
 Principles of public life  
 Acting individually and collectively  
 Conflict of interest and loyalty  
 Decision making  
 Trustee benefits  
 Duty of care  
 External professional advice  
 Trustee board legal role

## Skills

Communication  
 Analytical  
 Self-awareness  
 Strategic thinking and planning  
 Monitoring and evaluation  
 Running and taking part in effective meetings  
 Risk and decision making  
 Financial planning, management and reporting  
 Leadership  
 Management

## Behaviour

Commitment  
 Integrity  
 Equality and diversity  
 Values and ethics  
 Reasonable and responsible  
 Confidentiality  
 Collective decisions  
 Analyses and challenges  
 Constructive  
 Attends and prepares for meetings  
 Boundaries  
 Environment