

Trustee e-Learning



Module 1 - Introduction to Trusteeship

Exercise 6 - Self Assessment Questionnaire

This questionnaire looks at the way you work within a team such as a Trustee Board and may help you to analyse your own performance on the Board – how you react to others, your strengths, what you enjoy doing etc.

There are no particularly right or wrong answers (though we would not suggest that the answer in No 6 of disagreeing publicly with the decisions of your fellow trustees is good practice!). It may however help you to assess your own feelings about working with a particular Board.

It may also aid your understanding of the motivation and performance of other trustees. If you wish, you could undertake this as a whole Trustee Board exercise.

1. HOW MUCH TIME DO YOU HAVE?

- Think about how much disposable time you **really** have
- Being a trustee will involve time for meetings, preparation and travel
- It may involve time after work or at weekends

- 1 hour a month
- 2 -5 hours a month
- 6 – 10 hours a month
- more than 10 hours a month

2. WHEN CONSIDERING TRUSTEESHIP WHAT IS YOUR MOTIVATION?

- Think about your reasons for wanting to take up trusteeship
- One year on, how will you evaluate whether it has been a good experience for you?

- To learn or enhance my skills
- To gain experience in a new sector
- To put something back
- To put something right
- Other

3. WHEN YOU HAVE A CHOICE ABOUT HOW YOU WORK WITH OTHERS, WHICH OF THE FOLLOWING IS YOUR FIRST PREFERENCE?

- Think about what brings out the best in you
- Working with colleagues you know well
- Working alone
- Working in a group of like-minded people
- Working in a team of people with different opinions and experiences

Self Assessment Questionnaire

4. WORK AND PROJECTS HAVE A NUMBER OF STAGES. AT WHAT STAGE DO YOU PREFER TO MAKE A CONTRIBUTION?

- Think about your strengths.
- Are you the ideas person, the evaluator or the one who makes sure everything is completed?
- Do you like others to propose the objectives and your role is to achieve them?

- I enjoy the freedom to generate creative ideas
- I enjoy troubleshooting when things go wrong
- I enjoy developing strategies and plans
- I define systems and policies
- I do the legwork
- I like to monitor progress and evaluate outcomes

5. THERE MAY BE TIMES WHEN YOU DON'T AGREE WITH THE OPINIONS OF OTHERS IN THE GROUP. HOW DO FEEL WHEN SUCH SITUATIONS ARISE?

- What are you most likely to do when this happens?
- How comfortable are you with challenging other peoples' views?

- I love the cut and thrust of debate
- I need support within the group to express my views
- I only question if I am on certain ground
- I tend to keep my views to myself
- I think that it is disrespectful to question the views of others
- If I feel strongly enough I will not back down

6. WHAT DO YOU DO IF A DECISION IS TAKEN WITH WHICH YOU DON'T AGREE?

- Think about times when you have disagreed with the outcomes of a discussion.
- How did you deal with this?
- Has your approach changed over time?

- I will support a group decision
- I will make my views known to the group but accept the group decision
- In public I will state why I don't agree with the decision and give my reasons
- I will attempt to overturn the decision

7. IN SOME ROLES OR GROUPS YOU MAY BE "DIFFERENT" FROM EVERYONE ELSE. HOW DO YOU REACT?

- Think about the times when you have felt excluded from a group

- I see it as a challenge and ensure my views get heard
- I bide my time and get people on side one by one
- I tend to be quieter than usual
- I try to influence who joins the group
- I get frustrated and leave the group

Self Assessment Questionnaire

8. WHICH PARTS OF A TRUSTEE JOB DESCRIPTION WOULD / DO YOU MOST ENJOY?

- Think about roles you have taken in the past
- Which did you volunteer for?
- Which did you leave to others?

- Having ideas
- Debating with people
- Coping with hidden agendas
- Financial and legal detail
- Representing a specific group
- Talking to the media
- Evaluating risk
- Spotting gaps and weaknesses
- Being accountable
- Seeing decisions put into effect
- Being a leader

9. IN SOME GROUPS MEMBERS ARE EXPECTED TO PUT THEIR INDIVIDUAL PASSIONS ASIDE. HOW GOOD WOULD YOU BE AT THIS?

- Think about situations when you have been expected to produce a balance between heart and head

- I know I have strong beliefs, that I am not very good at hiding
- I've learned to get the balance right
- I try to hide my thinking
- I don't think I should compromise my beliefs

10. HOW MUCH DO YOU KNOW ABOUT HOW THE WORLD WORKS BEYOND YOUR WORKPLACE, SOCIAL CROWD, BACKGROUND OR COMMUNITY?

- Is your level of experience wide ranging or specific?

- So far I've concentrated on work and family
- I've worked in my community or with a specific interest group
- I have worked in a regional group
- My experience is mostly at national level

11. IN THE ROLE OF TRUSTEE YOU WILL NOT BE CHIEF EXECUTIVE OR PROJECT LEADER. HOW WILL YOU COPE?

- I don't want to run things anyway. I just want to shape decisions
- I have always been the Chief Executive. This will be new to me
- I know this problem and have learned how to be on a Board
- I'm best when I'm leading

Based on a questionnaire from Common Purpose, www.commonpurpose.org.uk