

CIM National Board Skills Matrix

Background Knowledge, Skills, and Experience that you have acquired - Please check skills that you can contribute	Name:
Academic – knowledge of adult teaching theories	
Academic – educational policies and knowledge of university and college processes and procedures	
Professional development skills with learning outcomes	
Ability to accurately articulate plans and outcomes	
Public Speaking	
Public relations: brochure development	
Report preparation and writing	
Effective and appropriate communication – oral and written	
Media interaction	
Computer skills - e-mail, document creation and management	
Computer skills - spreadsheets	
Computer skills - PowerPoint	
Computer skills - publishing	
Computer skills – website development and maintenance	
Analyze and interpret financial information/statements	
Budget preparation	
Prepare financial forecasts	
Parliamentary procedures	
Understand and develop policies and procedures	
Research issues and present recommendations	
Record management	
Human resource knowledge of ethics and principles	
Human resource selection	
Conflict resolution	
Privacy legislation - <i>Personal Information Protection and Electronic Documents Act (PIPEDA)</i>	
Contract preparation	
Association Management / membership management	
Time Management	
Management theory and experience	
Business plan development	
Strategic plan development and implementation	
Resource management and accountability	
Leadership skills	
Evaluation of outcomes – effectiveness of goals and objectives	
Impartial listening skills	
Problem solving skills	
Critical thinking skills	
Ability to facilitate collective decision making	
Data analysis, trend and issue identification	
Research issues and provide unbiased background information to assist with decision making and direction	
Publishing industry and processes	
Professional meeting preparation, participation, and required follow-through	
Committee chairperson experience	
Coach and mentor staff and volunteers	