BHSEA
Birmingham Health, Safety & Environment Association

BHSEA006

Knowledge / Skills / Experience Questionnaire
for Council and Management members

Issue 6	09.09.26
Orig. GGA	page 1of 1
Agreed by MC	23/10/2026

Introduction

To operate effectively and within Charity Commission guidelines those involved in advising and managing the Association need collectively to have a variety of knowledge, skills, experience and attributes.

Completion of this questionnaire will help ensure that this is achieved and maintained and will also help identify any significant gaps and related training, development and / or recruitment needs.

Note: *Information will be processed, stored and used in accordance with GDPR (data protection) requirements and principles. For details see 'BHSEA Data Protection Policy and Arrangements'.*

Name		**Tel.**		**Mobile**	
Current role		**Current employer**			

Topics ↓ **Knowledge / Skills / Experience** **L**ow / **M**edium / **H**igh →	**L**	**M**	**H**	**Further Information** including note of previous roles where relevant
A. Management/Organisation				
1. General management				
2. Chairing / leading / facilitating				
3. Planning / project or change management				
4. Governance				
B. Professional / specialist / other				
5. Law				
6. Accounting				
7. Insurance				
8. IT				
9. Social Media				
10. Human Resources				
11. Marketing / PR				
12. Training / presenting / event organisation				
C. Health, Safety and Environment				
13. Enforcement role				
14. Corporate directing / managing role				
15. Direct involvement with SME(s)				
16. H&S/E/Risk in practice – 'hands on'				

D. Other charities or organisations you are or have been involved with or are a member of:

Topic	Name of group(s)	Further Information
Industry contacts		
Regulators		
Professional institutions		
Training providers		
Educational establishments		
Charities / voluntary sector		

E. Availability and Commitment

Topic	Time available	Further Information
Monthly availability		
Support working groups		
Support projects/events		
Future leadership roles		

F. Member Contribution and Development

Topic	Yes/No - Please give details of areas of expertise
Ability to deliver training or presentations	**Yes/No**
Willingness to act as a mentor to other members	**Yes/No**
Ability to contribute to a Members' Corner	**Yes/No**
Willingness to support member development activities	**Yes/No**

G. Personal Strengths

Knowledge / Skills / Experience Low / Medium / High ➔	L	M	H	**Further Information** including note of previous roles where relevant
Strategic thinking				
Problem solving				
Leadership				
Communication				
Mentoring				
Stakeholder engagement				
Team working				
Innovation				
Attention to detail				

Decision making				

I. Development Needs - Identify any training or development required to support the role	
J. Communication Preferences • We communicate via Emails and Teams. • Council Meetings take place three times a year, and there is always an option to join over Teams. Is this OK?	Yes/No – give details of any other preferred methods of communication
K. **Accessibility and Inclusion Requirements -** Accessibility needs, document preferences, meeting adjustments, dietary requirements and other reasonable adjustments:	
L. Additional information including interests or anything else of possible value to BHSEA**:**	
M. Qualifier - What do you believe you could bring to BHSEA that is not captured elsewhere in this questionnaire?	

Signature …… **Date** ……