

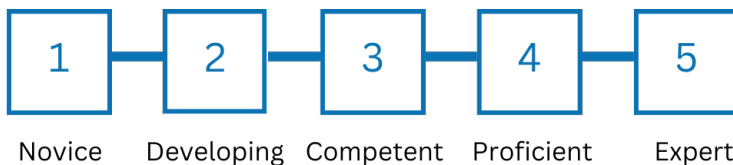
CO-OP SKILLS SELF-ASSESSMENT

This self-assessment form is designed to help co-op members evaluate their skills relevant to the role of a Co-op Director.

HOW TO USE THIS FORM:

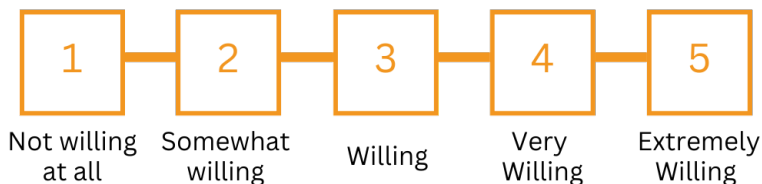
In the blue scale boxes, rate yourself on each skill based on your current level of proficiency using the following scale:

- 1 - Novice:** Little to no experience or knowledge of the skill.
- 2 - Developing:** Some experience but still requires improvement and guidance.
- 3 - Competent:** Moderately skilled and can perform the task independently.
- 4 - Proficient:** Highly skilled and can handle complex tasks with confidence.
- 5 - Expert:** Masterful in the skill and can provide mentorship to others.



Next, in the orange scale boxes, determine your inclination towards the skill – whether you're open to performing it or learning it:

- 1 - Not willing at all**
- 2 - Somewhat willing**
- 3 - Willing**
- 4 - Very Willing**
- 5 - Extremely Willing**



LEADERSHIP

SKILL	SELF ASSESSMENT	WILLINGNESS	COMMENTS
Induct new members	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Write reports	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Build a positive culture of the co-op	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Support or manage the member selection processes	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Interview prospective members	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Resolve conflict	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Understand and can manage conflicts of interest	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Help Meeting Run Smoothly	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Listen without interrupting or talking over other speakers	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Ask questions for understanding, not to find fault	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Avoid being defensive if challenged.	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Do not revisit decisions after voting and accept decisions of the democratic Co-op	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Able to mediating disputes between members	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Able to provide constructive feedback and support member development	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	

CHAIR (click here for Chairperson Quick Guide)

SKILL	SELF ASSESSMENT	WILLINGNESS	COMMENTS
Agenda setting	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Follow and enforce the code of conduct	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Keep members informed	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Manage discussion in meetings	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Ensure meetings are conducted legally	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Know the Co-op rules	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	

TREASURER (click here for Treasurer Quick Guide)

SKILL	SELF ASSESSMENT	WILLINGNESS	COMMENTS
Manage the co-ops funds	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Administer the co-ops bank account	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Pay invoices	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Prepare a budget	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Work closely with the Maintenance Director	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Collect rent and manage rent arrears	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	
Prepare for annual audit	<p>1 2 3 4 5 Novice Developing Competent Proficient Expert</p>	<p>1 2 3 4 5 Not willing at all Somewhat willing Willing Very willing Extremely willing</p>	

SECRETARY (click here for Secretary Quick Guide)

SKILL	SELF ASSESSMENT	WILLINGNESS	COMMENTS
Dealing with correspondence for the co-op			
Write or organise meeting minutes			
Managing the records of the co-op (i.e membership register, rental agreements for a CERC, copy of reports)			
Work with other directors closely			
Prepare agenda with the Chair			

MAINTENANCE (Quick Guide to come)

SKILL	SELF ASSESSMENT	WILLINGNESS	COMMENTS