

# WFM Skills Inventory

## 1. Introduction

It was agreed at the April 2008 Executive Committee meeting that it would be useful to conduct a skills inventory of Executive Committee and Council Members in order to determine what strengths and needs have emerged amongst our leadership since the Congress electoral process. This is the first time we have endeavored to complete an inventory of this nature and I believe it will prove to be useful.

The hope is that this inventory will help the Movement identify skills and assets that may currently be underutilized. It will better inform the Council not only of the skills that each EC and Council member brings to the table and will assist in identifying new individuals for co-option. The inventory process should also provide you with a clearer understanding of the skills involved in the governance of an international organization such as our Movement and may foster a better understanding of the partnership between the WFM Council and the IS.

Please complete this form by 1 October 2008.

A hard copy of this report may be submitted via email to [Elisabeth Garrett](#)

or via fax: + 1 212-599-1332

or mail to:

Elisabeth Garrett  
World Federalist Movement  
708 Third Avenue, 24th floor  
New York, NY 10017

First Name

Last Name

Affiliation (organization or position within WFM)

Email Address

When did you first become a member of the WFM Council?

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## 2. Environmental Scan

For the following questions, please note your education or professional knowledge in the selected areas.

### History of International Relations

	Qualification / Experience at Senior Level	Some Knowledge / Experience	Little or No Knowledge / Experience	Information / Training Requested
Charter and history of the United Nations	jn	jn	jn	jn
Charter and history of other global institutions	jn	jn	jn	jn
History and major actors in international civil society	jn	jn	jn	jn

### The World Federalist Movement as an organization

	Qualification / Experience at Senior Level	Some Knowledge / Experience	Little or No Knowledge / Experience	Information / Training Requested
WFM history, statutes and policies	jn	jn	jn	jn
Like-minded organizations with which WFM collaborates	jn	jn	jn	jn
WFM Members other than your own	jn	jn	jn	jn
United States and/or Dutch law affecting WFM activities	jn	jn	jn	jn

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## 3. Nonprofit Management and Governance

For the following questions, please note your education or professional knowledge in the selected areas.

### Nonprofit Management

	Qualification / Experience at Senior Level	Some Knowledge / Experience	Little or No Knowledge / Experience	Information / Training Requested
Operational Management	jñ	jñ	jñ	jñ
Financial Management	jñ	jñ	jñ	jñ
Monitoring and Evaluation	jñ	jñ	jñ	jñ
Membership and Standards	jñ	jñ	jñ	jñ
Board-Staff Relations	jñ	jñ	jñ	jñ
Coalition Building	jñ	jñ	jñ	jñ

### Nonprofit Governance

	1	2	3	4
Board Leadership	jñ	jñ	jñ	jñ
Strategic Planning	jñ	jñ	jñ	jñ
Board-Staff Relations	jñ	jñ	jñ	jñ
Fundraising	jñ	jñ	jñ	jñ
Public Relations	jñ	jñ	jñ	jñ
Leadership Development	jñ	jñ	jñ	jñ

Please describe your current or recent nonprofit service other than with the WFM.

- Board/committee Member
- Board/committee Chair
- CEO or Senior Management
- Senior Staff Position
- Staff Position
- Volunteer

Please note which organizations in which you are currently or recently involved.

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## 4. Professional Background and Skills

Please note your professional background and skills.

Please indicate your current professional background.

Other (please specify)

Please note those skills in which you have senior level experience.

- Accounting / Budgets
- Advocacy / Lobbying
- Fundraising
- Investments / Finance
- Information Technology / Web Development
- Grant Writing
- Human Resources/Management
- Law
- Marketing / Public Relations
- Training / Development
- Policy and Research
- Strategic Planning
- Translation / Interpretation
- Writing / Editing

Please note your highest educational level.

Other (please specify)

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Please indicate your proficiency in any of the following languages.

	Fluent / Native Tongue	Proficient	Working Knowledge	Rudimentary Knowledge	N/A
Arabic	jñ	jñ	jñ	jñ	jñ
Chinese	jñ	jñ	jñ	jñ	jñ
English	jñ	jñ	jñ	jñ	jñ
French	jñ	jñ	jñ	jñ	jñ
German	jñ	jñ	jñ	jñ	jñ
Hindi	jñ	jñ	jñ	jñ	jñ
Italian	jñ	jñ	jñ	jñ	jñ
Japanese	jñ	jñ	jñ	jñ	jñ
Portuguese	jñ	jñ	jñ	jñ	jñ
Spanish	jñ	jñ	jñ	jñ	jñ

Other (please specify)

Do you have experience in any of the following regions?

	Policy or Political Work	Civil Society Groups	Cultural Exchange or Promotion
a) Africa	€	€	€
b) Asia	€	€	€
c) Europe	€	€	€
d) Latin America	€	€	€
e) Middle East/North Africa	€	€	€
f) North America	€	€	€

Other (please specify)

Please provide a general biography covering areas not addressed above, including any honors or rewards received.

## 5. Comments

Please answer as succinctly as possible.

Please note which areas of the organisation's work you would like to be involved.

Leadership Development

Finance & Development

Program Development

Coalition Building

Policy Review

Fundraising

Membership & Standards

Public Relations

Other (please specify)

Any other comments?

Thank you for your time and input!

We hope you plan to join us for the WFM Council Meeting, 6-8 November 2008 in The Hague, The Netherlands. For more information about the Council Meeting, please visit our [Council site](#)

Thank you,  
The WFM Executive Committee and International Secretariat