

*Improving the lives of women and girls  
 through programs leading to social  
 and economic empowerment.*

## Soroptimist International of the Americas

Soroptimist Member Capacity Inventory

Overview & Suggestions for Use

What does every member of your club bring to the table? A capacity inventory is an indispensible tool for clubs—it helps members to learn about each other’s strengths and assets. It uncovers a great pool of already-existing resources that you can mobilize to approach problems and projects! Consider using this inventory at the start of each club year, to generate a positive dialogue about your club’s strengths *before* getting bogged down in daunting conversations about the things you need to accomplish! This will change the conversation and boost morale; when you do begin talking about problems and projects, you’ll already know what resources your club has on hand that will help you solve them.

Ask every member to fill out the form below—remember, if you don’t ask outright, you could never learn what hidden talents a club member has! Each member may have experiences from previous volunteer work, jobs, faith-based or community activities, which have given her skills relevant to the club’s work. But not everyone feels comfortable talking about her abilities and experiences or speaking up in a club meeting. This process allows each member to think about and share what she has to offer to the club, as well as what she wants to learn!

Once everyone has completed the capacity inventory survey, have an officer or committee review the inventory sheets, and share the findings with the club! You may be surprised to learn about all of the abilities and experiences your members bring with them. From there, you can match up members who can work collaboratively on projects related to skill sets they share, and you can pair members who may be able to teach each other something new! Find ways to apply the resources your club members hold to your big goals and projects. This inventory will make problem-solving easier, and will lead to personal growth and relationship-building as members learn from one another.

This tool can also be an invaluable way to get to know a new or prospective member. As part of her orientation, ask a new member to fill out the form. Once you know her skills and interests, you can assign her to committees that you know she’ll enjoy, and introduce her to members that may be able to train her or learn something new from her!

Taking the time to conduct a capacity inventory survey and really evaluate the results will invigorate the club’s ability to problem-solve. It will reveal even more of the value that each and every member brings to the group, and with good planning, you can mobilize these resources to conduct even more successful projects that will have a greater impact on the lives of women and girls!

References:

Asset-Based Community Development Institute, *A Guide to Capacity Inventories: Mobilizing the Community Skills of Local Residents*. ACTA Publications, Chicago. 1997.

Beaulieu, Lionel J., *Mapping the Assets of Your Community: A Key Component for Building Local Capacity.* Southern Rural Development Center, Mississippi State. June 2002.

Capacity Inventory Worksheet

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the form below so we can get to know you better! Indicate skills you have, skills you’re willing to share with and teach others, and skills you’d like to learn. *\*Designate with a star what you consider your “Top 3” skills.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Ability** | **I have this experience/skill** | **I am willing to share/teach this skill** | **I would like to learn this skill** |
| Program |  |  |  |
| Knowledge of women’s health issues |  |  |  |
| Knowledge of sex trafficking issues |  |  |  |
| Knowledge of domestic violence issues |  |  |  |
| College admissions/financial aid process |  |  |  |
| Social services/counseling |  |  |  |
| Mentoring/working with girls |  |  |  |
| Finance/tax advice |  |  |  |
| Child care |  |  |  |
| Entrepreneurship |  |  |  |
| Career counseling |  |  |  |
| Presentation/public speaking |  |  |  |
| Event planning |  |  |  |
| Volunteer management |  |  |  |
| Advocacy |  |  |  |
| Live Your Dream Award procedures/reporting |  |  |  |
| Membership |  |  |  |
| Experience with recruitment |  |  |  |
| Hospitality |  |  |  |
| Interpersonal skills |  |  |  |
| Networking/‘working a room’ |  |  |  |
| Managing correspondence/‘following up’ |  |  |  |
| Training/providing orientation |  |  |  |
| Tracking trends/calculating retention |  |  |  |
| Intergenerational communication |  |  |  |
| Conflict resolution/mediation |  |  |  |
| Fundraising |  |  |  |
| Grant writing |  |  |  |
| Writing appeals for donations |  |  |  |
| Comfortable asking for donations |  |  |  |
| Understand SIA donations – Laurel Society, Club Giving, Dec. 10 Appeal, etc. |  |  |  |
| Writing acknowledgements |  |  |  |
| Public Awareness |  |  |  |
| Newsletter content development |  |  |  |
| Newspaper writing/journalism |  |  |  |
| Letters to the Editor |  |  |  |
| Press release |  |  |  |
| Video production |  |  |  |
|  | | | |
| **Skill/Ability** | **I have this experience/skill** | **I am willing to share/teach this skill** | **I would like to learn this skill** |
| Graphic Design |  |  |  |
| Marketing/advertising |  |  |  |
| Social media |  |  |  |
| Leadership/Club Administration |  |  |  |
| Workshops/leadership training |  |  |  |
| Have sat on a committee |  |  |  |
| Have chaired a committee |  |  |  |
| Giving certificates/recognition |  |  |  |
| Bookkeeping |  |  |  |
| Filing/archives |  |  |  |
| Writing business letters |  |  |  |
| Developing business plans |  |  |  |
| Legal |  |  |  |
| Taxes/501(c)3 |  |  |  |
| Leading meetings |  |  |  |
| Organizational skills |  |  |  |
| SIA Procedures/Bylaws |  |  |  |
| Purchasing/Sales |  |  |  |
| Translating |  |  |  |
| Technology |  |  |  |
| Using the internet |  |  |  |
| Email |  |  |  |
| SIA Website – logging in, etc. |  |  |  |
| Using LiveYourDream.org |  |  |  |
| Adobe Photoshop/Indesign/Illustrator |  |  |  |
| Database management |  |  |  |
| Website design and content development |  |  |  |
| html/Java/Dreamweaver/Flash |  |  |  |
| IT/help desk support |  |  |  |
| Microsoft Office – Word/Excel/Powerpoint |  |  |  |
| Arts/Creative |  |  |  |
| Beautician/barber |  |  |  |
| Catering/baking |  |  |  |
| Ceramics/pottery |  |  |  |
| Dance |  |  |  |
| Drawing/painting |  |  |  |
| Gardening |  |  |  |
| Jewelry making |  |  |  |
| Knitting/crochet/macrame |  |  |  |
| Music/theater/performance |  |  |  |
| Photography |  |  |  |
| Playing an instrument |  |  |  |
| Poetry |  |  |  |
| Quilting |  |  |  |
| Sewing |  |  |  |
| Yoga |  |  |  |
| Construction skills |  |  |  |
|  | | | |
| Connections – Do you have a contact or relationship with any of the following: |  |  |  |
| Colleges/universities |  |  |  |
| Trade schools |  |  |  |
| Secondary schools |  |  |  |
| Domestic violence shelters |  |  |  |
| Social service providers |  |  |  |
| Girl Scouts/other girl-focused organizations |  |  |  |
| Local business |  |  |  |

Are there any other skills not listed above you have, are willing to teach, or want to learn as part of your Soroptimist membership?