

Board Profile Worksheet

Expertise/Skills/Personal Data

This worksheet can be adapted by organizations to assess their current board composition and plan for the future. The governance committee can develop an appropriate grid for the organization and then present its findings to the full board.

In considering board building, an organization is legally obligated to follow its bylaws, which may include specific criteria on board size, structure, and composition. Or the bylaws may need to be updated to incorporate and acknowledge changes in the environment and community that have made changes in the board structure necessary or desirable.

Remember, an organization will look for different skills and strengths from its board members depending on its stage of development and other circumstances.

Members	Current Members						Prospective					
	1	2	3	4	5	6	A	B	C	D	E	F
Age												
Under 18												
19 – 34												
35 – 50												
51 – 65												
Over 65												
Gender												
Male												
Female												
Race/Ethnicity/Disability												
African American/Black												
Asian/Pacific Islander												
Caucasian												
Hispanic/Latino												
Native American/Indian												
Other												
Disability												
Resources												
Money to give												
Access to money												
Access to other resources (foundations, corporate support)												
Availability for active participation (solicitation visits, grant writing)												

	1	2	3	4	5	6	A	B	C	D	E	F
Community Connections												
Religious organizations												
Corporate												
Education												
Media												
Political												
Philanthropy												
Small business												
Social services												
Other												
Qualities												
Leadership skills												
Willingness to work												
Personal connection with the organization's mission												
Personal Style												
Consensus builder												
Good communicator												
Strategist												
Visionary												
Areas of Expertise												
Administration/Management												
Entrepreneurship												
Financial Management												
Accounting												
Banking and trusts												
Investments												
Fundraising												
Government												
International affairs												
Law												
Marketing, Public relations												
Human resources												
Strategic planning												
Physical plant (architect, engineer)												
Real Estate												
Representative of clients												
Special program focus (education, health, public policy, social services)												
Technology												
Other												
Number of years (or terms) on the board												

Adapted from *The Board Building Cycle*
by Hughes, Lakey & Bobowick, 2003