

Board Profile Worksheet

This tool helps identify some desired characteristics and current gaps on your board at this stage of your nonprofit's life. Whether this tool is reviewed by a single individual or at a nominating committee meeting, mark the grid for each characteristic that is filled currently by one or more board members. After that, you can more easily identify gaps that you wish to be filled. Please note that each number represents the name of a current board member. Each letter represents the name of a prospective board member. Each board member may represent several attributes, qualities, and skills.

Categories to consider if relevant	Current Board Members (199)				Prospective Board Members (199)			
	1	2	3	4	A	B	C	D
Area of Expertise/Professional Skills such as:								
Organizational and financial management								
Special program focus of our nonprofit (e.g., education, health, public policy, etc.)								
Administration								
Business/Corporate								
Finance:								
—Accounting								
—Banking and trusts								
—Investments								
Fund-raising (both professional fund-raisers and those with leverage in obtaining funds)								
Government regulations								
Government representative								
Law								
Marketing								
Personnel								
Physical Plant (architect, engineer)								
Strategic or long-range planning								
Public relations								
Real estate								
Representatives of nonprofit's clients								
Other								
Age								
Under 35								
From 35 to 50								
From 51 to 65								

Over 65								
Gender								
Female								

Categories to consider if relevant	Current Board Members (199)				Prospective Board Members (199)			
	1	2	3	4	A	B	C	D
Race/Ethnic Background								
Asian/Pacific Islander								
Black/African American								
Hispanic/Latino								
Native American								
White/Caucasian								
Other								
Other (Disability, sexual orientation, or other characteristics important to your organization)								
Geographical Location (Depending on your mission)								
City								
Suburbs								
Rural								
State								
Regional								
National								
International								
Financial Position								
Self-employed								
Salaried								
Philanthropic reputation								
Prospective major donor								
Board Committees								
Executive								

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Nominating								
Program								
Development/Fund-Raising								
Finance								
Investments								
Audit								
Building and grounds								
Other								
Length of Past Board Service								
More than ten years								
5-10 years								
2-5 years								
Less than 2 years								