



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. 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.

	Current Members	Prospects				
		name	name	name	name	name
Age						
21 - 40						
41- 50						
51- 65						
Over 65						
Gender						
Male						
Female						
Race/Ethnicity/Disability						
Asian/Pacific Islander						
Black/African-American						
Caucasian						
Hispanic/Latino						
Native American/Indian						
Other						
Disability						
Resources						
Access to contributions						
Access to other resources (foundations, corporate giving)						
Availability to volunteer (events, asks, visits, writing)						
Community & Professional Connections						
Religious Organizations						
Corporate						
Education						
Media						
Political						
Philanthropy						
Small Business						
Social Services						



Qualities						
Leadership Skills/Motivator						
Willingness to Work/Availability						
Personal Connections with the Organization's Mission						
Personal Style						
Consensus Builder						
Good Communicator						
Strategist						
Visionary						
Bridge Builder						
Areas of Expertise						
Administration/Management						
Entrepreneurship						
Financial Management						
Accounting						
Investments						
Fundraising						
Government						
Law						
Marketing, Public Relations						
Human Resources						
Strategic Planning						
Physical Plant (Architect, Engineer)						
Real Estate						
Representative of Clients						
Special Program Focus (e.g. Education, Health, Public Policy, Social Services)						
Technology						
Other						
Number of Years/Terms on the Board						