

Board Recruitment Worksheet

Adapted from BoardSource's *The Handbook of Nonprofit Governance (2010)*

<p>Tailor the categories and qualities below to the needs and interests of your organization. Given your organization's mission, goals and priorities, what mix of skills and attributes do you need on the board?</p> <p>This matrix may be used for different phases of the board recruitment process:</p> <ul style="list-style-type: none"> • Complete the matrix for each <i>current</i> board member to map the skills and attributes of the existing board, and to identify any gaps/needs. • Complete the matrix for a list of <i>prospective</i> board members to prioritize recruitment efforts based on the gaps/needs you've identified. 										
		(name)								
		1	2	3	4	5	6	7	8	9
Age (estimated)	18-34									
	35-50									
	51-65									
	Over 65									
Gender	Male									
	Female									
Race/ Ethnicity	African American/Black									
	Asian / Pacific Islander									
	Caucasian									
	Hispanic / Latino									
	Native American / Alaska Native									
Other										
Resources	Capacity and inclination to give									
	Access to funders and/or donors									
	Available for active participation (cultivation, stewardship, etc.)									
Community Connections	Business									
	Media									
	Politics									
	Social Services									
	Education									
	Philanthropy									
	Other:									
Other:										

Board Matrix Worksheet, p. 2 (Adapted from <i>The Handbook of Nonprofit Governance</i>)										
		1	2	3	4	5	6	7	8	9
Qualities	Passionate about the mission									
	Leadership skills / Motivator									
	Team-oriented									
	Willingness to work / Availability									
	Other:									
	Other:									
Personal Style	Good communicator									
	Visionary									
	Strategist									
	Bridge builder									
	Other:									
	Other:									
Expertise	Administration / Management									
	Accounting, Financial management									
	Entrepreneurship									
	Communications, Marketing, PR									
	Strategic planning									
	Governance (board leadership/operations)									
	IT									
	Fundraising									
	Government									
	Law									
	Mission-related:									
	Other:									
	Other:									
	Other:									

Board Matrix Worksheet

	# of Current Members	# of Prospective Members	Total Members
Areas of Expertise/Leadership Qualities			
Administration/Management			0
Early-stage organizations/start-ups			0
Financial oversight			0
Fundraising			0
Government			0
Investment management			0
Law			0
Leadership skills/motivator			
Marketing, public relations			0
Human resources			0
Strategic planning			0
Physical plant (architect, engineer)			0
Real estate			0
Understanding of community needs			0
Technology			0
Other			0
Resources			
Money to give			0
Access to money			0
Access to other resources (foundations, corporate support)			0
Availability for active participation (solicitation visits, grant writing)			0
Community Connections			
Religious organizations			0
Corporate			0
Education			0
Media			0
Political			0
Philanthropy			0
Small business			0
Social services			0
Other			0
Personal Style			
Consensus builder			0
Good communicator			0
Strategist			0
Team member			
Visionary			0
Age			
Under 18			0
19 – 34			0
35 – 50			0
51 – 65			0
Over 65			0
Gender			
Male			0
Female			0
Race/Ethnicity			
African American/Black			0
Asian/Pacific Islander			0
Caucasian			0
Hispanic/Latino			0
Native American/Indian			0
Other			0

