

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:									