**Board Profile Worksheet for a Hands-On Board**

This worksheet should be adapted by each organization to assess its current board composition and plan for the future. An organization will look for different skills and strengths from its board members depending on its stage of development, issues facing the organization, long-term strategic direction and other circumstances.

 **Current Members Candidates**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 1 | 2 | 3 | 4 | 5 | **6** | 7 | 8 | 9 | 10 |  | A | B | C | D | E | F |
| **Age** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Under 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  19 - 34 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  35 – 50 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  51 – 65 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Over 65 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gender Identity**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Race/Ethnicity** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  African American/Black |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Asian/Pacific Islander |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Caucasian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Hispanic/Latino |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Native American |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Languages Proficiency**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Disability** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Community Connections** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Agency service consumer
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Neighborhood leader
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Youth leader
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Faith-based organizations
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hands On Board Characteristics**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Very invested in the Mission
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Comfortable with new, small or grassroots organizations
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Willing to devote high energy and many volunteer hours
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Excited about and committed to community engagement
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Willing to do volunteer tasks as well as governance
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Committed and dependable
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Likes to have a significant role on the board and in the organization
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Clear understanding of governance, policy and finances
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Results oriented and interested in how the organization monitors performance.
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Expects the organization to have good business practices and financial management.
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Current Members Candidates**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Qualities** | 1 | 2 | 3 | 4 | 5 | **6** | 7 | 8 | 9 | 10 |  | A | B | C | D | E | F |
|  Leadership skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Personal connection with the organization’s mission |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Deep roots or connections in communities of interest  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Commitment to equity  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Personal Style** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consensus builder  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Good communicator  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategist  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visionary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bridge builder |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Characteristics / Skills to Help Move Strategic Direction (s)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Areas of Expertise** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Administration/Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Advocacy  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Entrepreneurship |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Financial Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Accounting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Banking and trusts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Investments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Fundraising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Government |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Law |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Marketing, Public relations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Human resources |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Strategic planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Physical plant (architect, engineer) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Real Estate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Special program focus(education, health, public policy, social services) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Technology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of years of board experience  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |