



**Policy Section 1: GOVERNANCE**

**Policy #: 1.4.2**

**Policy: Board of Directors Skills Self-Assessment and Checklist**

**Revision: Rev 1**

**Approval: April 27, 2021**

**Board of Directors Skills Self-Assessment and Checklist**

A successful and sustainable organization has a high-performing board. The skills self-assessment and checklist below will ensure the Board of Directors has a diverse set of skills. Please use the checklist below to rate your experience level in each category, with 1 being low and 5 being a high level of experience and knowledge.

**Checklist #1 – Skills and Experiences**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Skills/Experience</b>	<b>Competency</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Board of Directors Experience	Experience in serving on public sector, private sector, or non-profit boards.					
Business/Corporate Planning Experience	Experience in business/corporate planning for public sector, private sector, or non-profit boards.					
Leadership Experience	Experience serving as a committee chairperson or in other leadership positions.					
Strategic Planning	Experience with planning, evaluation, and implementation of a strategic plan.					
Human Resource/Executive Performance Review	Understanding of human resource/personnel considerations for executive recruitment, compensation structure, and performance review.					
Accounting Knowledge	Understanding of financial statements, auditing, and other issues regarding finance.					
Financial/Investment	Understanding of financial operations management.					

<b>Skills/Experience</b>	<b>Competency</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Risk Assessment	Experience in identifying corporate risks and to ensure that management has implemented the appropriate systems to manage risk.					
Organizational Management	Understanding of organizational design and management Marketing Experience in identifying target markets, media relations, creating and executing a marketing plan.					
Legal	Understanding of legal terms and regulations.					
Information Technology	Experience in computer software, databases, web development.					
Networking	Connecting people with the organization's mission with an interest in partnering.					
Public Affairs and Communication	Experience in serving as spokesperson for organization, writing press releases, and handling media questions					
Fundraising	Experience in planning and executing annual fund drives, capital campaigns, or special events.					

**Checklist #2 – Demographic Information**

**Previous Board Experience**    Yes    No    # of years on Board(s) \_\_\_\_\_

**Previous Volunteer experience?**

\_\_\_\_\_

\_\_\_\_\_

**Career or Volunteer experience with?** (Circle all that apply)

Marketing & Advertising      Finance      Accounting      Communications  
 Business Management      Legal      Social Work      Computer Science  
 Other \_\_\_\_\_

**Professional Position** (Circle if applicable)

Business owner      Director      Supervisor/Manager      Retired  
 Professional Designation \_\_\_\_\_ Other \_\_\_\_\_

**Voluntary Disclosure**

Do you wish to self identify as a member of a minority group?    Yes                      No

If yes, what group? \_\_\_\_\_

**Gender**

Male            Female            Other \_\_\_\_\_

**Age**

Under 25      25-35            35-45            45-55            55-65            over 65

**Record of Amendment:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	February 25, 2020
Rev 1	Reviewed and Updated	April 27, 2021

This Document has been adapted from Maximizing Excellence, LLC – Board of Directors Skills Self-Assessment and Checklist.