

## 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 ensures 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

Skills/Experience	Competency	1	2	3	4	5
Board Service	Experience in serving on public sector, private sector, or non-profit boards.					
Business/Corporate Planning	Experience in business/corporate planning for public sector, private sector, or non-profit boards.					
Leadership	Experience serving as a committee chair 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	Understanding of financial statements, auditing, and other issues regarding finance.					
Financial/Investment	Understanding of financial operations management.					
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/Communications	Experience in identifying target markets, media relations, writing press releases, creating and executing a marketing plan.					
Legal	Understanding of legal terms and regulations.					
Information Technology	Experience in computer software, databases, web development.					
Public Affairs	Experience in serving as spokesperson for organization, connecting people to an organization's mission, developing partnerships, and handling media questions.					
Event Planning	Experience in organizing events or parties, including working with a planning committee.					
Fundraising	Experience in planning and executing annual fund drives or capital campaigns, experience asking others to give.					

## Board of Directors Skills Self-Assessment and Checklist (continued)

### Checklist #2 – Demographic Information

**Company / Industry Representation** \_\_\_\_\_

**Years of Board Service** \_\_\_\_\_ **South Dakota Native**  Yes  No

#### **Educational Background** *(check all that apply)*

- Marketing & Advertising     Finance     Accounting     Media/Communications  
 Business Management     Legal     Humanities     Computer Science  
 Government Affairs     Other \_\_\_\_\_

#### **Education Level** *(check any that apply)*

- Technical/Associate Degree     Bachelor's Degree     Master's Degree  
 Doctorate Degree     Other \_\_\_\_\_

#### **Professional Position**

- Business owner     Chief (EO/FO/IO/OO)     Director     Supervisor  
 Manager     Front line/Direct service     Other \_\_\_\_\_

#### **Race**

- White     White, non-Hispanic     Hispanic     Native American     Indian  
 African American     Asian-Pacific Islander     Other \_\_\_\_\_

#### **Age**

- Under 25     25-34     35-44     45-54     55-64     Over 65

#### **Gender**

- Male     Female     Prefer not to answer