

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 your 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 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 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 Knowledge	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	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					

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

Checklist #2 – Demographic Information

Industry Representation _____

Years on Board _____ **South Dakota Native** Yes No

Educational Background *(check all that apply)*

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

Education Level *(check any that apply)*

Technical/Association Degree Bachelor's Degree
Master's Degree Doctorate Degree

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 25-35 35-45 45-55 Over 55

Gender

Male Female