

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