

# Needs Assessment for the Board of Directors

## Part 1—Assessing the current board

The Board Development Committees should compare the current board’s skills, attributes and connections with what would be ideal, and determine the highest priority needs. This analysis is conducted on three areas: the attributes of the current board directors, the demographics of the organization’s community, and attributes that will be required for future activities or programs. Ideally a board is composed of individuals who work well together, with a wide variety of skills, knowledge and personalities.

✓ Skills and attributes of the current Board												
Current Board Director Initials ⇨												
KNOWLEDGE	Nonprofit Management											
	Business Management											
	Accounting											
	Finance											
	Personnel											
	Fundraising											
	Law											
	Technology											
	Other											
TALENTS & SKILLS	Leadership											
	Management											
	Public Speaking											
	Public Relations/Marketing											
	Writing and/or Editing											
	Art/Design											
	Meeting Facilitation											
	Other											
CONNECTIONS	Wealthy Individuals											
	Corporations											
	Small Business											
	Government Agencies											
	Desired Community											
	Partner Organizations											
	Other											
PERSONALITY	Leader											
	Team Member											
	Detail Oriented											
	Visionary											
	Enthusiasm for the mission											
	Other											
OTHER	Time Availability											
	Board Service Experience											
	Current Directorships (#)											
	Committee Memberships (#)											



# Needs Assessment for the Board of Directors

## Part 2—Assessing community demographics.

Compare the demographics of your organization’s board to its service area. Use the third column for constituents or any special groups the organization serves, whose demographics are different from the region as a whole.

Geographic Area(s) Served \_\_\_\_\_

Demographics	Board %	Service Area	Constituent Profile		Board %	Service Area	Constituent Profile
Ethnicity				Community Profile			
African American				Urban			
Caucasian				Rural			
Hispanic/Latino				Corporate			
Native American				Small Business			
Other				Rancher			
				Other			
Age—born between:				Other			
1981–present Millennial							
1963–1980 Gen X				Gender			
1946–1962 Boomers				Male			
1925–1945 Silent Gen				Female			

## Part 3—Analyzing future needs.

The Board Development Committee, executive director and other key staff should consider the strategic plan to identify any other attributes that might be needed to achieve major initiatives. Examples include a capital campaign, large land acquisition project, new technology systems, moving/building new office facilities and so forth. Use the information from step one and two in combination with future needs projections to determine which candidates bring the organization closest to developing its “ideal” board.

Prospective Board Member Initials ⇨													
Needed Attributes (by priority)													
1													
2													
3													
4													
Needed Demographics													
1													
2													
3													
Other Considerations													
1													
2													
3													

