BOARD PROFILE WORKSHEET

To determine board needs, map out the current board composition. Gaps will help to determine desired skills and traits of new board members, in conjunction with the organization’s strategic plan.  
Different skills and strengths will be needed depending on where the organization is in its life cycle.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Current Board Members** | | | | | **Prospective Board Members** | | | | |
| **Considerations** | **1** | **2** | **3** | **4** | **5** | **A** | **B** | **C** | **D** | **E** |
| **Age** |  |  |  |  |  |  |  |  |  |  |
| Under 18 |  |  |  |  |  |  |  |  |  |  |
| 19-34 |  |  |  |  |  |  |  |  |  |  |
| 35-49 |  |  |  |  |  |  |  |  |  |  |
| 50-65 |  |  |  |  |  |  |  |  |  |  |
| Over 65 |  |  |  |  |  |  |  |  |  |  |
| **Gender** |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Cultural Group** |  |  |  |  |  |  |  |  |  |  |
| **[List identified cultural groups within the community]** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Geographic Representation** |  |  |  |  |  |  |  |  |  |  |
| **[List applicable areas, in accordance with the museum’s mandate]** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Thematic Representation** |  |  |  |  |  |  |  |  |  |  |
| **[List subjects, in accordance with the museum’s mandate]** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Community Connections** |  |  |  |  |  |  |  |  |  |  |
| Business or   Corporate |  |  |  |  |  |  |  |  |  |  |
| Education |  |  |  |  |  |  |  |  |  |  |
| Media |  |  |  |  |  |  |  |  |  |  |
| Medical |  |  |  |  |  |  |  |  |  |  |
| Philanthropic |  |  |  |  |  |  |  |  |  |  |
| Political |  |  |  |  |  |  |  |  |  |  |
| Religious |  |  |  |  |  |  |  |  |  |  |
| Social Services |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Qualities** |  |  |  |  |  |  |  |  |  |  |
| Leadership skills |  |  |  |  |  |  |  |  |  |  |
| Personal   connection   with the mission |  |  |  |  |  |  |  |  |  |  |
| Team Player |  |  |  |  |  |  |  |  |  |  |
| Willingness to   learn |  |  |  |  |  |  |  |  |  |  |
| Willingness to   work |  |  |  |  |  |  |  |  |  |  |
| **Working Style** |  |  |  |  |  |  |  |  |  |  |
| Advocate |  |  |  |  |  |  |  |  |  |  |
| Bridge-builder |  |  |  |  |  |  |  |  |  |  |
| Strategist |  |  |  |  |  |  |  |  |  |  |
| Visionary |  |  |  |  |  |  |  |  |  |  |
| **Areas of Expertise** |  |  |  |  |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |  |  |  |  |
| Collections |  |  |  |  |  |  |  |  |  |  |
| Communications |  |  |  |  |  |  |  |  |  |  |
| Community   Engagement |  |  |  |  |  |  |  |  |  |  |
| Entrepreneurship |  |  |  |  |  |  |  |  |  |  |
| Event Planning |  |  |  |  |  |  |  |  |  |  |
| Exhibits |  |  |  |  |  |  |  |  |  |  |
| Financial   Management |  |  |  |  |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |  |  |  |  |
| Information   Technology |  |  |  |  |  |  |  |  |  |  |
| Interpretive   Programs |  |  |  |  |  |  |  |  |  |  |
| Investments |  |  |  |  |  |  |  |  |  |  |
| Government |  |  |  |  |  |  |  |  |  |  |
| Human   Resources |  |  |  |  |  |  |  |  |  |  |
| Law |  |  |  |  |  |  |  |  |  |  |
| Management |  |  |  |  |  |  |  |  |  |  |
| Marketing |  |  |  |  |  |  |  |  |  |  |
| Research |  |  |  |  |  |  |  |  |  |  |
| Strategic   Planning |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Number of Years on Board**\* |  |  |  |  |  |  |  |  |  |  |
| **Board Role** |  |  |  |  |  |  |  |  |  |  |
| President |  |  |  |  |  |  |  |  |  |  |
| Vice-President |  |  |  |  |  |  |  |  |  |  |
| Secretary |  |  |  |  |  |  |  |  |  |  |
| Treasurer |  |  |  |  |  |  |  |  |  |  |
| **Board Committees** |  |  |  |  |  |  |  |  |  |  |
| Executive |  |  |  |  |  |  |  |  |  |  |
| Collection |  |  |  |  |  |  |  |  |  |  |
| Facility |  |  |  |  |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |  |  |  |  |
| Human   Resources |  |  |  |  |  |  |  |  |  |  |
| Nominating |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |

\*If the board member had breaks in between multiple terms of service, count the total cumulative years rather than just the current term.