

BOARD AUDIT TOOL

This tool helps to identify some desired characteristics and current gaps on your Board of Directors at this time. Mark the grid for each characteristic that is filled presently by one or more Board members. Note that each number represents the name of a current Board member and each letter represents the name of a prospective Board member. Each Board member may represent several attributes, qualities and skills.

Categories to Consider if Relevant	Current Board Members				Prospective Board Members			
	1	2	3	4	A	B	C	D
Area of Expertise/Professional Skills such as:								
Accounting								
Fundraising								
Law								
Marketing, Public Relations								
Strategic Planning								
Human Resources								
Real Estate								
Organizational & financial management								
Administration								
Government Regulations								
Business/Corporate								
Special Program focus of our non-profit								
Clients or their representatives								
Banking and investments								
Physical plant (architect or engineer)								
Other								
Age								
Under 35								
From 35 to 50								
From 51 to 65								
Over 65								
Gender								
Male								
Female								
Length of Past Board Service								
5-10 years								
2-5 years								
Less than 2 years								
Board Committees								
Executive								
Nominating								
Program								
Fund Development								
Finance								
Other								
Other characteristics important to your organization such as ethnicity, disabilities, geographic location, donor								

