



BOARD MATRIX WORKSHEET - Growing Your Resource Development Capacity

In considering Board building, an organization is legally obligated to follow its bylaws, which may include specific criteria on board size, structure, and composition. Remember, an organization may need to look for different skills and strengths from its Board members depending on its vision for the future, current stage of development and other circumstances.

WHAT DO WE NEED AND THEREFORE WHO DO WE WANT?

- Thinking about the opportunities and challenges facing our organization, what characteristics, skills, experience, and backgrounds will we need on the Board for the next 3–5 years?
- What abilities specific to achieving our financial goals and organizational sustainability will be imperative?
- What personal qualities are important for our Board members to have?
- What is the current composition of our Board?
- What gaps will we need to fill over the next few years?

Record who is currently on your Board and any prospective Board members that you’re thinking about recruiting:

CURRENT BOARD MEMBER NAME		PROSPECTIVE BOARD MEMBER NAME		RECOMMENDED BY
1		A		
2		B		
3		C		
4		D		
5		E		
6		F		



7	
8	
9	
10	
11	
12	
13	
14	
15	

Now think about the attributes and skillsets of each of those named above. You can use a checkmark system or come up with a simple coding /ranking for each item (eg) High, Medium, Low:

	Current Members															Prospective Members					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	B	C	D	E	F
Resources																					
Capacity to give personally and/or through personal business interests																					
Depth of relationship and access to others with capacity to give within scope of funding objectives																					
Access to and influence with funding decision-makers (philanthropic and/or government)																					



	Current Members															Prospective Members						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	B	C	D	E	F	
Availability, interest and skills required for active participation in fundraising activities																						
Community Connections																						
Corporate																						
Education																						
Media																						
Political																						
Philanthropy																						
Faith-based																						
Small business																						
Social services																						
Other:																						
•																						
•																						
•																						
Areas of Expertise/Sector Knowledge																						
Administration/Management																						
Entrepreneurship																						
Financial Management																						
• Accounting																						
• Investments																						
Not for Profit/Charitable/Fundraising																						
Government																						
Industry																						
•																						
•																						
•																						
•																						
•																						
•																						
•																						
•																						
Law																						



	Current Members															Prospective Members					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	B	C	D	E	F
Marketing, public relations																					
Human resources																					
Strategic planning																					
Physical plant (architect, engineer)																					
Real estate																					
Special program focus (e.g., education, health, public policy, social services)																					
Technology																					
Personal Qualities																					
Leadership/motivation skills																					
Willingness to work/Availability																					
Personal connection with the organization's mission (client, donor, etc)																					
Other:																					
•																					
•																					
•																					
Personal Style																					
Consensus builder																					
Good communicator																					
Strategist																					
Visionary																					
Other:																					
•																					
•																					
•																					
Age																					
Under 18																					
19 – 34																					
35 – 50																					
51 – 65																					
Over 65																					



	Current Members															Prospective Members						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	B	C	D	E	F	
Demographic/Inclusiveness Factors																						
•																						
•																						
•																						
Geographic Representation																						
•																						
•																						
•																						
•																						
Board Term End Date (YEAR)																						