

## Board of Directors Skills Self-Assessment and Checklist

A successful and sustainable organization has a high performing board. The Skills Self-Assessment and Checklist ensures a Board of Directors has a diverse set of the needed skills.

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 Resources/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 asset management/financial operations management.					
Risk Assessment	Experience in identifying corporate risks and implementing appropriate systems to manage risk.					
Organizational Management	Understanding of organizational design and management.					
Marketing/Communications	Experience in identifying target markets, media relations, writing copy, utilizing social media, and 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 a 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.					

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Checklist #2 – Demographic Information

**Company/Industry Representation** \_\_\_\_\_

**Years of Board Service** \_\_\_\_\_ **South Dakota Native**  Yes  No

### **Educational Background** (check any 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  Retired  Other \_\_\_\_\_

### **Race/Ethnicity**

- White or Caucasian  Hispanic or Latino  Black or African American  
 Native American  Asian or Pacific Islander  Indian  
 Multiracial or Biracial  Other \_\_\_\_\_

### **Age**

- Under 25  25-34  35-44  45-54  55-64  Over 65

### **Gender**

- Male  Female  Prefer not to answer