**BOARD SKILLS INVENTORY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Board Skills Inventory | Board member | | | | | | | | | 1. aaa 2. bbb 3. ccc | 1. ddd 2. eee 3. fff | 1. jjj 2. kkk 3. lll |
| [Organization name] | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Skills |  |  |  |  |  |  |  |  |  | Notes | | |
| Accounting/Bookkeeping |  |  |  |  |  |  |  |  |  |  | | |
| Computer Skills |  |  |  |  |  |  |  |  |  |  | | |
| Word Processing |  |  |  |  |  |  |  |  |  |  | | |
| Excel |  |  |  |  |  |  |  |  |  |  | | |
| Access |  |  |  |  |  |  |  |  |  |  | | |
| Other Software |  |  |  |  |  |  |  |  |  |  | | |
| Computer systems/maintenance |  |  |  |  |  |  |  |  |  |  | | |
| Contract Management |  |  |  |  |  |  |  |  |  |  | | |
| Graphics |  |  |  |  |  |  |  |  |  |  | | |
| Fundraising |  |  |  |  |  |  |  |  |  |  | | |
| Grant writing |  |  |  |  |  |  |  |  |  |  | | |
| Knowledge of community technology community |  |  |  |  |  |  |  |  |  |  | | |
| Legal |  |  |  |  |  |  |  |  |  |  | | |
| Marketing/advertising |  |  |  |  |  |  |  |  |  |  | | |
| Planning |  |  |  |  |  |  |  |  |  |  | | |
| Program Evaluation |  |  |  |  |  |  |  |  |  |  | | |
| Program Management |  |  |  |  |  |  |  |  |  |  | | |
| Public Speaking |  |  |  |  |  |  |  |  |  |  | | |
| Policy Development |  |  |  |  |  |  |  |  |  |  | | |
| Program Specific Skills |  |  |  |  |  |  |  |  |  |  | | |
| Social Services and related experience |  |  |  |  |  |  |  |  |  |  | | |
| Curriculum Development |  |  |  |  |  |  |  |  |  |  | | |
| Interpretation/Translation skills |  |  |  |  |  |  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  | | |