**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 |  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |  |