

# APPENDIX V

## Board Profile Worksheet

### Board Profile Worksheet

Your Name \_\_\_\_\_ Date \_\_\_\_\_

This tool is to help identify some desired characteristics and current gaps on the library board. Mark the column for each characteristic that describes you. Note that each board member may represent several attributes, qualities and skills. Return to \_\_\_\_\_, Chair of the Board Development Committee. The committee will compile the results and analyze gaps in board composition that need to be filled.

#### CATEGORIES TO CONSIDER IF RELEVANT:

##### Areas of Expertise/Professional Skills

- |  |  |
|--|--|
| <input type="checkbox"/> Organizational and financial management   | <input type="checkbox"/> Government representative                     |
| <input type="checkbox"/> Library experience or expertise   | <input type="checkbox"/> Grant writing                                 |
| <input type="checkbox"/> Administration  | <input type="checkbox"/> Law   |
| <input type="checkbox"/> Business/Corporate  | <input type="checkbox"/> Marketing                                     |
| <input type="checkbox"/> Finance—Accounting  | <input type="checkbox"/> Personnel                                     |
| <input type="checkbox"/> Finance—Banking and Trust   | <input type="checkbox"/> Physical Plant ( <i>architect, engineer</i> ) |
| <input type="checkbox"/> Finance—Investments   | <input type="checkbox"/> Strategic or long-range planning              |
| <input type="checkbox"/> Fundraising ( <i>both professional fundraisers and those with leverage in obtaining funds</i> ) | <input type="checkbox"/> Public relations                              |
| <input type="checkbox"/> Government regulations  | <input type="checkbox"/> Real estate                                   |
|  | <input type="checkbox"/> Other _____                                   |

##### Representatives of Library Users / Supporters

- |   |  |
|---|--|
| <input type="checkbox"/> Friend of the Library                      | <input type="checkbox"/> Parents of youth, PTA |
| <input type="checkbox"/> Donor                                      | <input type="checkbox"/> Homeschool            |
| <input type="checkbox"/> Advocate                                   | <input type="checkbox"/> Family Connection     |
| <input type="checkbox"/> Served in advisory capacity to the library | <input type="checkbox"/> Adult Literacy        |
| <input type="checkbox"/> Genealogical/historical society            | <input type="checkbox"/> Seniors               |
| <input type="checkbox"/> Arts community                             | <input type="checkbox"/> Disabled              |
|   | <input type="checkbox"/> Other _____           |

##### Age

- Under 35
- From 35 to 50
- From 51 to 65
- Over 65

**Gender**

- Female
- Male

**Race/Ethnic Background**

- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- Native American
- White/Caucasian
- Other

**Geographic Location**

- City
- County - northeast quadrant
- County - southeast quadrant
- County - northwest quadrant
- County - southeast quadrant

**Board Committees**

- Executive
- Finance
- Policy Review
- Building and Grounds
- Personnel
- Board Development
- Other \_\_\_\_\_