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

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

Representatives of Library Users / Supporters

☐ Friend of the Library
☐ Donor
☐ Advocate
☐ Served in advisory capacity to the library
☐ Genealogical/historical society
☐ Arts community
☐ Parents of youth, PTA
☐ Homeschool
☐ Family Connection
☐ Adult Literacy
☐ Seniors
☐ Disabled
☐ 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 ________________________

SOURCE: Chestatee Regional Library System, Dawsonville, GA.
6/2/2008