

Board Recruitment Matrix

Brainstorm a list of skills or attributes you need in board or committee members. Create a chart in Microsoft Excel or Word, like the example below, and place the priority items on the top of your Board Recruitment Matrix. You may want to categorize these items to better organize your matrix (as done in the example below using diversity, skills and fundraising). When you have determined possible candidates for your board, you can plug them into the first column. Place a mark in the column of the skill or attribute that each candidate represents.

Board Member or Prospect Name	Diversity		Skills		Fundraising	
	Geographic	Cultural	Accounting	Legal	Grant Writing	Events
Josue	x					x
Anita				x		
Maggie		x			x	
Simon		x	x			
Choua		x				x

- + Values
- + Experience
- + Willing to Work