

Want to get more strategic about your board recruitment process? Begin by using a tool called a “nominating grid”, a matrix displaying board skills, abilities, and experience you’ve identified as essential to achieving your goals. The grid helps to highlight where gaps exist in skills and ability and can bring real focus to your nominating process. Here’s how to use it.

1. Down the left side, list the skills, abilities, and experiences that you feel your organization needs in the coming 3-5 years to move your strategic plan forward. List items like legislative experience, fundraising skills, etc. Then list other key factors to which you would like to pay attention, like the number of men and women and other diversity factors appropriate to your board.
2. Across the top, list current board members by name, grouped by when their terms end. This helps display what skills, abilities and experiences you may lose each year.
3. Ideally, a board survey or inventory filled-out by each board member in advance helps identify the strengths of each board members (reflected as "X"s in the spreadsheet).
4. Review the spreadsheet to identify current or future gaps and identify where recruitment effort should be focused. Then, begin the process of generating names of potential board members that can help you fill identified gaps.

Use this tool to change the nominating process from “I know a guy in my neighborhood who would be great,” to a more strategic discussion about what the board and the organization really needs to address its mission. Be sure to develop your own criteria for the left side of the page and take the time to review it annually.

### Sample Recruitment Grid for ABC Non-profit Organization

Yellow highlighting signifies potential recruitment areas	Board Member A: '05-'07	Board Member B: '06-'08	Board Member C: '06-'08	Board Member D: '06-'08	Board Member E: '07-'09
Board Term					
<b>RACE</b>					
Caucasian	X		X		X
African American		X			
Hispanic					
Asian Pacific					
Native American				X	
<b>AGE</b>					
18-25	X		X		
25-35		X			
35-45					
45-55				X	X
55-65					
65+					
<b>GENDER</b>					
Male	X	X	X		X
Female				X	
<b>WORK STATUS</b>					
FT employed		X			X
PT employed			X		
Retired					
Homemaker				X	
Other	X				
<b>PROFESSION</b>					
Banking/Finance			X		
Non-profit					
Real Estate					
Education		X			X
Health Care					
Insurance	X				
Retail					
Restaurant/Food Service					
Hotel & Lodging					
Government					
Other				X	

<b>COMMUNITY LEADERSHIP/ AFFILIATIONS</b>					
Church Member	X		X		
Chamber of Commerce					
Professional Society Member	X	X			
Business Organizations					
Government/Elected Official					
School Leadership		X		X	X
<b>EDUCATION LEVEL</b>					
High School/Some College		X			
College Graduate					
Master's Degree	X		X		
PhD				X	
Other Certification					X
<b>FUNDRAISING EXPERIENCE</b>					
Event Planning	X	X			
Major Gifts					
Information Management			X	X	
Grant Writing					
Raffles or Auctions	X				
Walk-a-thons					X
Telemarketing			X		
<b>COMMUNICATIONS EXPERIENCE</b>					
Media Contacts					
Press Releases			X		
Television Interviews				X	
Radio Interviews				X	
Web Sites		X			X
Brochures		X			
<b>BOARD POSITIONS HELD</b>					
President					
Vice President			X		
Secretary					
Treasurer		X		X	
Committee Chair					