



### **Board Characteristics/Skills/Commitment to Volunteer Caregiving**

1. Does the prospective member have the time to serve well?
2. Will the prospect commit to attending board and committee meetings regularly?  
Suggested standard: 80% attendance rate
3. What is the prospect's expertise? How will it help the board or aid in administration?
4. Despite any special talent, does this prospect have the ability to see the total picture or does the expertise lead to tunnel vision?
5. Does the prospect have natural curiosity? Does it lead to incisive questions?
6. Does the prospect have the ability to listen? A person who dominates during the board interview process may do the same at a board meeting.
7. Does the prospect give you the impression of doing you a favor by serving on your board? If so, watch out!
8. Does the prospect have a sense of humor? Or does he take himself more seriously than he does the position?
9. Does the prospect seem bent on the truth and speaking an honest opinion or on expressing safe, conventional wisdom?
10. Does the prospect seem able to serve a full term or might the term be cut short by retirement or a job transfer?

### **BOARD MEMBER CHARACTERISTICS**

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your program's development, a sense of humor

*From Board Building. Washington, DC: National Center for Nonprofit Boards, 1995.*