

ACCOMPLISHMENTS AND SKILLS INVENTORY

A New Way to Think about Yourself

An inventory of your accomplishments and skills will get you thinking of yourself in a different way than if you were looking for a job. Consider yourself in each of these areas; don't limit your answers to your current role instead; think back over the course of your career. Ask others for their input on your accomplishments and achievements and note your findings. This information will also serve as helpful background when you consider your fit for board service and prepare or update your professional bio. Use this inventory to complete the Board Qualifications Form.

What accomplishments and achievements make you an attractive board candidate?

- Top achievements
- Key skills
- Industry expertise
- Financial expertise
- Significant accomplishments
- Educational background and alumni network
- Current and previous board experience
- Articles or press releases, speaking engagements
- Honors and awards
- Professional and non-profit association memberships
- References

What skills do you bring to a board?

- Strategic skills
- Operational skills

- Financial expertise, Profit and Loss
- Knowledge of relevant current or future markets
- Alliance relationships or key client contacts
- Relevant experience with issues facing the company
- Relevant prior experience in companies similar to this company or where this company wants to go

What can you bring to a small board?

- Understanding of relevant market, trends, new opportunities
- Key contacts
- Capital opportunities such as private equity, VC, loans
- Strategic alliances/partnerships
- Experience with growing a company and/or taking it public
- PR and/or reference clients
- The ability to identify, evaluate and assist in hiring/mentoring new talent

What you bring to a large board?

- Strategic skills
- Engineering/technical skills
- Financial expertise
- Knowledge of relevant current or future markets
- Helpful political, alliance or key client contacts
- Relevant experience in issues before the company