

## Here's a roadmap for how you might consider using this template.

Once the template is customized for your needs, assess each current member against each of the items by putting an X or check mark in the cell.

- You will find two columns at the end, The first one is “Gaps” and should have an X where there is a gap in the current board roster. The second one is “Gaps with Impending Turnover” - this will give you a truer view of the gaps considering board members whose term limits are soon to expire or are planning to step down for other reasons

- It is now time to prioritize the gaps so that the Nominations Committee can propose a strategy for ‘casting’ for new board members moving forward.

- Diversity listed on the template should be seen as a lens. What we mean is that when you prioritize the experience and expertise gaps, you want to begin to think about how to network to identify diverse candidates with needed experience and expertise.

\*For example: Nominations may prioritize legal, digital and human resources experience. It will be the job of the board to seek out diverse candidates who fill these gaps. The committee might seek out:

- BIPOC community leaders network
- Minority owned businesses
- Affinity groups at larger companies and build awareness of the work.
- Network with these groups and in so doing, build a diverse candidate pool that will help to fill identified gaps.

- Last and important step: the Nominations Committee should present a version of this composition to the full board. The full board should buy into the picture of the ideal board, ask questions and then share the ownership of working together to build toward it.



