

SAMPLE

Board Member Commitment Checklist

Members:

- Attend board meetings (minimum 8 out of 12 yearly)
- Review *Board Orientation* materials
- Serve on at least one active committee
- Commit to 6-8 hours/month: meetings (board, committee) – 3 hours; follow-up work – 3-5 hours
- Participate in regular fundraising initiatives; support the affiliate financially by advocacy and example
- Represent Your Nonprofit to the public
- Arrange/assist in at least one presentation to an organization, church or civic group each year
- **Attend a minimum of one training event each year of your term**
- Be prepared after one or two years to provide more leadership, as an officer or committee chair

Board:

- Exercise due diligence in oversight of Your Nonprofit's operations
- Set policies of Your Nonprofit, and hold ownership for the community
- Adopt long-range plans and goals for Your Nonprofit's program
- Ensure adequate resources to meet goals
- Appoint director and provide ultimate oversight for staff
- Nominate and elect capable board members and officers
- Constitute committees

Board President:

- Conduct board meetings
- Represent the board and Your Nonprofit in relations with staff and the general public, and in legal matters
- Ensure that the board is adequately constituted and perpetuated with members and officers
- See that board members are educated in and understand their responsibilities
- Appoint chairs of standing committees, monitor committee performance and require appropriate reports
- Work with director, officers and committee chairs to ensure board and committee performance

Committees:

- Meet on a timely and regular basis
- Organize and implement procedures to carry out work
- Develop an annual plan of goals and quarterly objectives
- Review and report progress on plan on a quarterly basis
- Recruit active members, reaching out beyond the board and to wider levels of the community

Committee Chairs:

- Convene regular meetings and set an agenda
- Assign responsibilities, and follow up to see that they are carried out
- See that committee's makeup is adequate to do the necessary work and ensure continuity of operation
- Support attendance at training workshops
- Coordinate work of committee with staff
- Provide regular reports to the board, and inform president of needs and problem areas