

## Sample Board Member Commitment Checklist

Use this checklist to ensure board members are aware of their required commitments to your organization.

### Board members must:

- Attend all board and relevant committee meetings - as well as special events (galas, fundraising events, etc.)
- Be informed about the organization's mission, services, policies, and programs, and speak confidently about them
- Review the agenda and any supporting materials before attending board or committee meetings
- Serve on at least 1 committee or task force
- Make a meaningful personal financial contribution to the organization
- Advocate on behalf of the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the organization
- Adhere to conflict-of-interest and confidentiality policies
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements