

## **Board Member Evaluation Checklist**

1. Attend at least 75% of regular Board Meetings.
2. Chair and/or serve on a standing committee or special project.
3. Make a personal and if possible business contribution to the organization's annual operating needs.
4. Participate in or attend most of the program activities involving the operation.
5. Arrange for and/or make an organization presentation to a civic club, church group, business associate, or group of friends.
6. Make at least five person-to-person visits to individuals, foundations, businesses, or civic groups to request financial contribution for the organization.
7. Invite and accompany a friend or associate to visit the facility.
8. Recommend a potential candidate for Board membership to the Board Development Committee.
9. Secure a volunteer, in-kind service or material goods for the organization.
10. Review and consider your capacity and willingness to make a planned gift or bequest to the organization.
11. Secure at least ten new donors for the organization.
12. Actively assist with the special events of the organization.

---

*Signature of Board Member    Date*

---

*Signature of Board President    Date*

---

*Signature of Executive Director    Date*