# **Board Member Evaluation Checklist**

* Attend at least 75% of regular board meetings.
* Chair and/or serve on a standing committee or special project.
* Make a personal and, if possible, business contribution to the organization’s annual operating needs.
* Participate in or attend most of the program activities involving the operation.
* Arrange for and/or make an organization presentation to a civic club, church group, business associate or group of friends.
* Make at least five person-to-person visits to individuals, foundations, businesses or civic groups to request financial contribution for the organization.
* Invite and accompany a friend or associate to visit the facility.
* Recommend a potential candidate for board membership to the board Development Committee.
* Secure a volunteer, in-kind service or material goods for the organization.
* Consider your capacity to make a planned gift or bequest to the organization.
* Secure at least 10 new donors for the organization.
* Actively assist with the special events of the organization.

Signature of Board Member Date

Signature of Board President Date

Signature of Executive Director Date

#### (Feel free to edit this checklist into a document your nonprofit can use!)