

FIDUCIARY ROLE CHECKLIST

An effective board member understands the fiduciary role of the individual board member and the board as a whole. Rate how completely you are fulfilling your fiduciary duties. **How close are you to 48 points?**

1 = NO 2 = SOMEWHAT 3 = YES



Board members must exercise their responsibilities in good faith and with diligence, attention, care and skill.

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| 1 | 2 | 3 | Are you attending board meetings regularly, in person when possible? |
| 1 | 2 | 3 | Are you active in discussions at meetings? |
| 1 | 2 | 3 | Are you reading minutes and materials before board and committee meetings? |
| 1 | 2 | 3 | Are you learning about the organization's programs? |
| 1 | 2 | 3 | Are you maintaining oversight of the organization's finances? |
| 1 | 2 | 3 | Are you seeking clarity in unclear and/or troubling situations? |
| 1 | 2 | 3 | Have you reviewed and do you comply with the requirements of your board job description? |



Board members must exercise their power in the best interest of the organization and not in their own interests or the interests of another entity.

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| 1 | 2 | 3 | Have you reviewed the organization's conflict of interest policy? |
| 1 | 2 | 3 | Have you completed an annual written disclosure of potential/perceived conflicts of interests? |
| 1 | 2 | 3 | Are the organization's business dealings with board members and/or associated companies in compliance with the organization's policies? |
| 1 | 2 | 3 | Have you shared potential conflicts with fellow members of the board at decision-making moments? |



Board members must be guardians of the mission, comply with federal and state laws and adhere with the organization's governing documents.

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| 1 | 2 | 3 | Do you know the mission statement, or can you summarize the organization's purpose? |
| 1 | 2 | 3 | Can you share stories/examples of the mission being implemented, as well as data demonstrating that the mission is being achieved? |
| 1 | 2 | 3 | Have you read and do you understand the organization's governing documents? |
| 1 | 2 | 3 | Do you annually review the organization's IRS Form 990? |
| 1 | 2 | 3 | Are you confident the organization is in compliance with all applicable federal and state laws? |

Total _____ / 48

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