THE BASICS OF BEING AN EFFECTIVE BOARD MEMBER

1

1

1

1

1

1

1 1

1 1

1 2

Total _____ / 45



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 45 points?

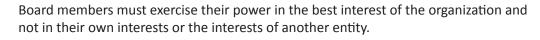
1 = NO 2 = SOMEWHAT 3 = YES



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

1	2	3	Are you attending Board meetings regularly?
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?

- 2 3 Are you learning about the organization's programs?
- 2 3 Are you maintaining oversight of the organization's finances?
- 2 3 Are you seeking clarity in unclear and/or troubling situations?



- Have you reviewed the organization's conflict of interest policy? 2 3
 - 2 3 Have you completed an annual written disclosure of potential/perceived conflicts of interests?
- 2 3 Are the organization's business dealings with board members and/or associated companies in compliance with the organization's policies?
- Do you serve on other nonprofit boards where you may experience conflicts 2 3 of loyalty?



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

2	3	Do you know the mission statement, or can you summarize the organization's purpose?
2	3	Can you share stories/examples of the mission being implemented as well as data
		demonstrating that the mission is being achieved?

- Have you read and do you understand the organization's governing documents? 2 3
- 2 3 Do you annually review the organization's IRS Form 990?
 - 3 Are you confident the organization is in compliance with all applicable federal and state laws?

NOTES

