

# ***Board Member Checklist***

- ✓ ***Do I understand the plans and programs for fund-raising, capital campaign plans and programs?***
- ✓ ***Do I fully understand and endorse the case for why someone should contribute?***
- ✓ ***Do I myself contribute to the fullest measure within my means?***
- ✓ ***Do I continually offer my additions to the prospect list?***
- ✓ ***Do I assist staff in identifying and evaluating prospects?***
- ✓ ***Do I share in cultivating key prospects?***
- ✓ ***Do I make introductions for others to make a solicitation visit?***
- ✓ ***Do I participate in our planned giving program?***
- ✓ ***Do I accompany others in solicitation visits?***
- ✓ ***Do I write follow-up and acknowledgment letters?***
- ✓ ***Am I prepared to make a solicitation myself?***
- ✓ ***Do I do what I say I will do?***

**DISCLAIMER--**This document provides one example of such a policy. Other approaches are possible and may be advisable for your organization. **Organizations should seek their own legal counsel before adopting any policy statement or procedure regarding this matter. NICE makes no legal opinion as to the validity of this document.**

# *Board Member Expectations*

- *Attend board meetings of the Foundation.*
- *Contribute significant gifts to the Annual Fund, Capital Campaigns, and special appeals.*
- *Annual participant in Premium Annual Appeals.*
- *Serve on Appointed Committees*
- *Participate in the Foundation's Planned Giving Society.*
- *Assist the staff with the identification of major donor prospects.*
- *Accompany staff on solicitation calls of major donors Telephone lapsed major donors from your chapter to solicit their re-involvement during lapsed donor campaigns.*
- *Serve as a volunteer leader during any capital campaign effort.*
- *Take an active role on Foundation committees as directed by the Chairman.*
- *Assist the Nominations Committee in recruiting future Board members.*
- *Telephone existing donors to acknowledge their gifts.*

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