

EXPECTATIONS WORKSHEET

If you want board members to meet your organization's expectations you must be clear about what those expectations are. To help you articulate them, use this worksheet to think through those behaviors that would demonstrate the desired performance and result in the best functioning board possible. Where possible, state your expectations in measurable terms – e.g., Board members are expected to be at all board meetings. Don't hesitate to list something out of fear that people won't give the time or energy to follow through. People live up (or down!) to our expectations.

Commitment to the mission:

Attendance:

Preparation for meetings:

Involvement at meetings:

Planning:

Fiduciary responsibility:

Leadership development:

Personal giving:

Fund raising efforts:

Advocacy:

Putting the organization before personal benefit or other organizations:

Involvement on committees: