**Board of Directors: Moves Management Tool**

*Use the following worksheet to define basic expectations for board members and evaluate engagement of your current board of directors.*

*How you define each level of board engagement is completely up to each organization. For specific roles, responsibilities, and leadership activities feel free to refer to page 2 of this worksheet.*

Quick Tips:

1. Define which activities are considered basic responsibilities of a board member (1-3)

**For example:** a level 1 board member attends meeting, a level 2 attends meeting AND contributes financially at a basic level, level 3 attends meetings, contributes financially, AND participates in the annual fundraiser event.

1. Define what responsibilities/activities reflect “leading board members (4-6)

**For example:** a level 4 completes all the tasks listed for levels 1-3, seeks sponsorships the annual fundraiser, AND actively serves on a special task force/committee

1. Define what “all-star” board members contribute to your board (7-9)

**For Example:** a 7, 8, or 9 completes all tasks listed for 1-6, chairs a committee, AND assumes a leadership role in planning the annual fundraiser

1. Define an A-list board member (10)!

**For example:** completes tasks 1-9 AND leads a capital campaign

1. Ask that the group and/or each board member assign themselves a number based on their individual contributions to the board.
2. Evaluate your current board engagement to determine if your board is performing at a basic level, leading board, all-star board, or an A-list board!
3. Brainstorm then implement actions your board can take to move members from basic to leadership roles on your board!

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**BREAKDOWN OF POTENTIAL BOARD ENGAGEMENT OPPORTUNITIES:**

Attend regular board meetings Serves on task force/committee Serves as an officer of the board

Makes “thank you calls” to donors Writes handwritten “thank you” letters Provides a list of prospective donors/partners

Mentors new board members Volunteers at programs/events Secures sponsors

Sales tickets to fundraiser Volunteers to man a booth at community events Serves as an ambassador for the organization/mission

Chairs a committee Volunteers to man a booth at community events Represents the organization at local civic organizations

Participates in annual fundraiser Assumes leadership role in annual fundraiser Will “open a door” for an “ASK”

Assists with creation of policies/procedures Takes initiative and makes an “ASK” Will accompany board/staff to make an “ASK”

Writes grants Participates in a capital campaign Seeks in-kind resources to support programs/mission

Organizes/leads a capital campaign Recruits/screens new board members Contributes $ at a leadership level

**Prioritize your board engagement expectations below:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**