

Sample Guilt-Free Board Member Expectations

Most board members mean well, but they are busy people and typically over-promise what they can deliver. Most trustees feel guilty that they are not doing enough. You can make them “guilt-free” by spelling out clear expectations for them on a monthly, bi-monthly, or quarterly basis.

Adapt the Guilt-Free Board Member checklist below as you see fit.

What does our charter school expect from you as a board member in 2021?

Use this checklist, and you'll be guilt-free!

Governor

“ Attend ten board meetings a year.

Dates remaining include: _____

“ Attend the annual meeting and board retreat scheduled for _____

“ Come to board meetings having read the packet ahead of time. Board meetings should focus on discussing substantive issues instead of reporting and will be relying on you to read the packet ahead of time.

Consultant

“ Actively serve on a board committee, using your talents and expertise and/or

“ Complete a specific project(s) using your expertise.

Sponsor

“ Make an annual cash contribution to the best of your ability, at a level you consider generous.

“ Assist with fundraising by completing a quarterly sponsor tasks. This quarter’s sponsor task is to complete one of the following by March 1, 2022.

- Donate (or encourage a friend) to donate an item for the auction (see attached wish list.)
- Secure a sponsor for friend/fundraising events (see list of dates and dollar amounts.)
- Send personal Annual Fund notes to ten people (or businesses).

Ambassador

“ Help our organization reach out to new and diverse audiences by completing a quarterly ambassador task. This quarter’s ambassador task is to:

- Attend and bring five people to the March 1st friend-raising event.

