

Board Member Commitment Worksheet

[Organization Name]

This worksheet affirms the core responsibilities shared by all board members and helps each member identify additional, intentional ways they will contribute their time, talent, and leadership this year.

1. Commitment to Mission

As a member of the Board of Directors of *[Organization Name]*, I affirm that I am fully committed to the mission of the organization and pledge to carry out this mission with care, integrity, and dedication.

What about our mission or work feels personally meaningful to me?

2. Core Responsibilities of Board Service

Required of all board members

- ☐ Orientation & Ongoing Learning — I will participate in board orientation and stay informed about the organization's goals, programs, and major developments.
- ☐ Support of the Mission — I will actively support and promote the organization in the community and serve as a positive ambassador.
- ☐ Committee Service — I will serve on and actively contribute to at least one board committee.
- ☐ Attendance & Preparation — I will prepare for and attend at least [75%] of board and committee meetings, notifying the chair in advance if I cannot attend.
- ☐ Participation in Organizational Events — I will make a good-faith effort to attend key programs and events, and invite others when possible.
- ☐ Fundraising & Financial Support — I will make a personally meaningful annual financial contribution and participate in fundraising efforts in ways suited to my strengths.
- ☐ Legal, Ethical & Fiduciary Responsibility — I will abide by the organization's bylaws, protect confidential information, disclose conflicts of interest, and act as a responsible steward of its resources.

3. My Strengths & Interests

Helps align my service with where I add the most value

People often thank me for:

- ☐ Strategic thinking
- ☐ Relationship-building
- ☐ Community visibility or advocacy
- ☐ Fundraising or resource development
- ☐ Governance or oversight
- ☐ Communications or storytelling
- ☐ Other: _____

4. Additional Commitments I Will Emphasize This Year

Select 2–3 areas where you will focus your extra energy

A. Ambassadorship & Visibility

- ☐ Bringing guests to programs or events
- ☐ Making introductions to community partners or supporters
- ☐ Acting as a visible advocate in my networks
- ☐ Other: _____

B. Fundraising & Resource Support

- ☐ Hosting or helping convene a cultivation opportunity
- ☐ Making donor or sponsor introductions
- ☐ Assisting with stewardship (thank-you calls, notes, outreach)
- ☐ Other: _____

C. Leadership & Strategic Support

- ☐ Participating in strategic planning conversations
- ☐ Supporting the Executive Director as a thought partner
- ☐ Assisting with board recruitment or nominations
- ☐ Other: _____

5. Committee Alignment

Required: at least one committee

Primary Committee: ☐ _____

Secondary Committee (optional): ☐ _____

Why this committee aligns with my skills or interests:

6. My Intention for the Year

One sentence

By the end of this year, I will feel proud of my board service if:

7. Our Commitment to Board Members

A shared partnership — in return for board service, the organization commits to:

- ☐ Providing meaningful and rewarding opportunities for engagement
 - ☐ Sharing timely, relevant information to support effective governance
 - ☐ Scheduling meetings in advance, and starting and ending on time
 - ☐ Responding thoughtfully to board questions and concerns
 - ☐ Striving to be an organization our board members are proud of
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Affirmation

I understand the responsibilities of board service and commit to serving this organization with integrity, care, and intention.

Name	Signature	Date