**Board Member Expectations and Self-Assessment**

This form is used to:

1. Communicate Board Member Goals in the beginning of the year,
2. Self-report member’s contributions vis a vie Expected Actions at the end of the year, by filling out the third column.

**Board Member Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start Date:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

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| **Individual Expectations for P2P Board Members** | **Expected Actions** | **Year End Performance** |
| 1. Members are expected to **attend all Board meetings, retreats, and special training sessions.**  If you are unable to attend a meeting you are expected to provide the Board Secretary with adequate written notice and an absence explanation prior to the Board meeting you will be missing. The Board retreat in September each year is considered mandatory attendance for all Board members. | * Attend Board, Committee, and other meetings as expected. | * Did you attend   + All Board Meetings?   + Retreats?   + Special Training Sessions?   Please state any you missed. |
| 1. Members are expected to **join at least one Board Committee (no more than two) and serve actively on that committee(s) throughout the year.** If you are nominated to chair the committee, you are expected to hold regular meetings, set an agenda in advance of the meeting and have minutes of the meeting taken so they may be shared with the Board as part of the consent agenda. | * Join at least one, maximum two Committees in line with skills/expertise. * Be willing to chair a committee. * Ensure committee meeting minutes are submitted for placement on the board portal. | * Please summarize your participation in committee work. |
| 1. Members are expected to **come prepared for all Board and committee meetings and to actively participate in the discussions that occur.** This includes taking the time to read materials distributed ahead of time for consent agendas, as well as completing any assignments you have been asked to do by the committees you participate on or directly by the Board. | * Come to meetings prepared and be actively engaged. * Utilize skills/expertise to assist in key strategic initiatives and committee work. * Understand P2P’s Bylaws. * Participate in the financial oversight of P2P. | * Please explain how you utilized your skills; and describe your effectiveness/achievements in board and committee work. |
| 1. Members are expected to **make an annual financial donation to Person-to-Person (P2P) at a personally meaningful level.** Several foundation grants P2P depends on require 100% participation of Board members as a condition of the grant. More importantly, the success of our development effort depends on our Board of Directors showing their strong commitment to the mission of P2P through leadership level donations. 2. We do not set a minimum dollar figure for donations, but when you do plan your charitable giving for the year, we ask you to consider placing P2P among the top three organizations you support financially. | * Donate to Annual Appeal or another specific initiative at a level equal to your other top 2 charities. | * Were you able to make a donation that met or exceeded expectations? |
| 1. Members are expected to **attend as many P2P development, fundraising and friend-raising functions during the year as possible** (e.g. OPUS for P2P events, P2P Major Donor Thank You Reception/Events, Scholarship Graduation Party, Volunteer Luncheon, etc.) and when appropriate invite people within your sphere of influence to join you. At a minimum we ask that you attend two P2P events each calendar year. | * Represent P2P at a minimum of 2 events/ year. * Advocate for P2P at one’s own social gatherings. | * Please describe your involvement in P2P events. |
| 1. Members are expected to **volunteer at P2P throughout the year.** Above all, this gives you an opportunity to understand the mission of the agency by participating in the delivery of programs and services to our clients. At a minimum we hope you will find two events during the year to volunteer such as Stamp Out Hunger, Keep Norwalk Warm or Holiday Toy Store. | * Volunteer minimum at two events a year (~ 5 -10 hours). | * Please describe your participation in P2P’s volunteering activities. |
| 1. Members are expected to **add five or more people to P2P’s annual appeal mailing list.** In addition, we encourage Members to **introduce five or more people to P2P during the year**. This can be in any number of ways. P2P’s Chief Executive Officer, Chief Philanthropy Officer and Chief Community Relations Officer are available to give a tour, schedule a meeting to talk about P2P’s mission and the impact our programs have on the communities we live in, and/or introduce individuals or corporate (team) volunteers to opportunities. Development is all about initiating and building relationships, not asking for money. | * Introduce others (~ 5+) people to the organization * Recruit New Board Members * Network * Introduce CEO to your community * Host an event (coffee, lunch, dinner) for friends to introduce them to P2P. * Host an event for donors * Start an online or community fundraiser | * Please describe how you helped expand P2P’s network? |
| 1. Finally, you are challenged to **make the most of your time while serving as a member of the Board of Directors.** There is no better way to **feel fulfilled than by engaging fully in the mission of P2P - *Helping Others, One Person at a Time*.** *Thank you in advance for all you do!* | * Demonstrate active involvement to further P2P’s reach, (support plans, contribute to achievements, resolve challenges). * Get to know P2P staff and caseworkers, and their work as best as possible. * Implement new ideas to leverage own skills to contribute to P2P’s mission. | * Please describe the ways you enhanced your engagement with P2P. |

*I read and understand the Expectations from me as a member of the P2P Board.*

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| **Member Signature:** | **Date:** |
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*I filled out my Self-Assessment and documented my contributions next to each Expectation.*

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| **Member Signature:** | **Date:** |
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