

Board Member Name: _____

Board Year: _____

Board Member Expectations and Self Assessment – Summary**ENGAGEMENT:**

Attend Board meetings and participate actively.	6/10/26	9/16/26	10/17/26 Board Retreat and Appeal personalization	12/2/27	3/24/27	5/19/27	6/9/27 Annual Meeting & Reception
Attend P2P events	12/9/26 Toy Store Cocktail Reception	4/3/2027 Rising Together Benefit Gala	6/9/27 Annual Meeting & Donor Reception				
Volunteer (min 5-10 hrs./annually)	Toy Store group volunteering (12/10 – 12/12)	Food Drives: Election Day Food Drives, Feeding Our Families, Stamp Out Hunger (2 nd Saturday in May)	Keep Our Community Warm Coat Distribution (TBD in early November)	Ongoing Opportunities: food pantries, Clothing Center, Van driving – food pick up, Opus events			
Join Board Committees (max 2).	Audit & Risk	Development	Finance	Governance	Investment	Programs	

FINANCIAL IMPACT:

Make a meaningful donation.	
Expand P2P's donor network.	

LEADERSHIP:

Share expertise	
Be willing to chair a committee.	

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Board Member Expectations and Self-Assessment

This form is used to:

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

<u>Individual Expectations for P2P Board Members</u>	<u>Expected Actions</u>	<u>Year End Performance</u>
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.
2. Members are expected to join at least one Board Committee (no more than two) and serve actively on that committee(s) throughout the year. 3. 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. * Senior ranking committee member that has not already served as chair is expected to assume the role of chair if not otherwise filled voluntarily by another committee member. * Ensure committee meeting minutes are submitted for placement on the board portal.	* Please summarize your meeting participation
4. 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	* Come to meetings prepared and be actively engaged.	* Please reflect on your meeting preparedness and participation.

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well as completing any assignments you have been asked to do by the committees you participate on or directly by the Board.	* Utilize skills/expertise to assist in key strategic initiatives and committee work. * Understand P2P's Bylaws. * Participate in the financial oversight of P2P.	
5. 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. 6. 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 P2P initiative at a level equal to or larger than your other top 2 charities.	* How did you contribute to the fundraising success of the organization?
7. Members are invited to attend P2P fundraising and friend-raising functions during the year (e.g. Rising Together, Toy Store Cocktail Reception, Annual Meeting Reception, Opus events, Volunteer Appreciation Events, etc.) and when appropriate invite others 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 attending and engaging others in P2P events.
8. 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 minimum at two events a year (~ 5 -10 hours).	* Please describe your participation in P2P's volunteering activities.

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volunteer such as Stamp Out Hunger, Keep Norwalk Warm or Holiday Toy Store.		
9. 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 * Networking possibilities: ○ 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?
10. 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. <i>Thank you in advance for all you do!</i>	* 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.
11. How can the Staff and/or fellow Board Members of P2P help you have a productive, fulfilling board experience?	* Articulate your expectations of Board service to the Governance Committee Chair, Board President, or CEO	* What can P2P do to improve the experience of being a P2P Board Member?

THANK YOU FOR DEVOTING YOUR TIME, TALENT AND TREASURE TO P2P!