**Board Member Action Plan**

*DATE*

Members of the Board of Directors are expected to consider ORG NAME a philanthropic priority and make an annual gift that is reflective of this value. It is also expected that Board Members will engage in the process of raising funds necessary to secure and sustain operations now and for the future.

This **Board Member Action Plan** serves to identify specific activities, individual commitments and the level of engagement for each Board Member, commensurate with their capacity. The **Board Member Action Plan** will also be used for Board of Directors peer evaluation and performance.

Signature of Director Print Name

Term of Director Date

As a member of the Board of Directors of ORG NAME, I agree, to the best of my ability, to make the following commitments that will positively impact ORG NAME’s ability to achieve its brand, board building, asset development and community impact goals:

* Consider ORG NAME a philanthropic priority and make an annual gift commensurate with my capacity to give. I understand that 100% of Board Members are expected to participate.
* Attend all Board meetings. Be informed of and meet all legal and fiduciary responsibilities.
* Serve on at least one committee, actively attend and participate in committee work. Serve on ad hoc committees or special assignments as needed.
* Assist Executive Director (ED) and Executive Committee in identifying and recruiting prospective Board Members and ensure ORG NAME’s commitment to building a diverse organization that reflects the community we serve.

**My personal GIVING GOAL(S) will be***: (check those that apply)*

* Unrestricted Annual Gift: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will join ORG NAME’s monthly giving program at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month
* I/My company will sponsor a specific program or activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will join ORG NAME’s legacy society and will include/have already included ORG NAME in my estate planning. I will provide/discuss details with the ED and DOD.
* Other personal giving to be discussed with ED

**INTRODUCTIONS** – I commit to arranging a personal meeting with my/a:

* Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Neighbor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Colleague: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CPA/Accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Financial/Wealth Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DONOR DEVELOPMENT OPPORTUNITIES** – Fundraising is an intentional process of building relationships with prospects. My participation in fundraising will be in the following area(s) of donor development: (*check those that apply)*

|  |  |  |
| --- | --- | --- |
| * **Donor Cultivation**
 | * **Donor Solicitation**
 | * **Donor Stewardship**
 |
| * Arrange introductions to people that will benefit from learning about ORG NAME
 | * Request financial support from individual prospects, or arrange meeting for ED/staff
 | * Make phone calls to donors, per committee or staff request
 |
| * Participate in specific visits with prospects where my presence will add impact
 | * Request financial support from corporate prospects, or arrange meeting for ED/staff
 | * Write personal letters to thank donors and share impact, per Committee or staff request
 |
| * Host event, invite contacts, underwrite cost at my home or another venue to support ORG NAME
 | * Personalize appeal letters or special mailings to support staff cultivation efforts
 | * Host or help organize stewardship event to recognize and thank donors
 |
| * Other
 | * Other
 | * Other
 |

**MISSION –** INSERT ORG MISSION