A Board Member’s Checklist

* Do I have a clear picture of the mission, the priorities, and the funding needs of the institution?
* Do I really understand and endorse the case, why someone should support my school?
* Do I myself contribute to the fullest measure within my means?
* Do I continually offer additions to the mailing list?
* Do I assist staff in identifying and evaluating prospects – individuals, corporations, and foundation?
* Do I share in cultivation of key prospects?
* Do I make introductions for others to make solicitation visits?
* Do I accompany others in solicitation visits?
* Do I write personal notes on annual appeal letters?
* Am I prepared to make a solicitation myself?
* Do I do what I say I will do?