

**BOARD DEVELOPMENT: Board Functions Worksheet**

<p align="center"><b>PRIMARY FUNCTIONS</b></p>	<p><b>Rank the functions</b> 1 - the most important function for your organization to pay attention to at this time; 2 - the second most important; and so on to 5 - for the function you can pay least attention to</p>	<p align="center"><b>Comments</b></p>
<p><b>A. BROAD ORGANIZATIONAL OVERSIGHT</b> The overall governance of the organization, its mission, long term goals and strategy, significant financial and property matters, selection of an executive director, etc.</p>		
<p><b>B. COMMUNITY RELATIONS</b> Interpreting the organization to the community and helping the organization stay attuned to the external environment.</p>		
<p><b>C. FUND RAISING</b> Giving and raising money.</p>		
<p><b>D. ADVISOR</b> Providing advice on organizational operations based on some particular knowledge or skill of the board member.</p>		
<p><b>E. OTHER:</b></p>		

Other comments

## ASSESSMENT OF TASKS

Next to each task place your rating on the scales provided. 1- is not important to the organization at this time; 6 is very important

Then, if you want, change the statements to best fit your organization (e.g., in the first item does the phrase "participate in shaping" fit or should it be "Approves " or something else?

<b>A. BROAD ORGANIZATIONAL OVERSIGHT</b>	Not Important			Very Important		
	1	2	3	4	5	6
1. Participate in shaping the mission statement and long term goals/strategy. Modifying them as needed.						
2. Oversee significant financial and property matters.						
3. Select the Executive Director.						
4. Establish and oversee personnel policies.						
5. Assessment of the organization's work and operations.						
6. Performance appraisal of the Executive Director (and other top managers?).						
7. Review and approval of significant management proposals.						
8. Review and approval of operational matters.						
9. Recruits and trains new board members.						
10. Support the Executive Director.						
11. Assessing board performance.						

<b>B. COMMUNITY RELATIONS</b>	1	2	3	4	5	6
1. Actively interpreting the mission and work of the organization in the board member's own community, constituency, or network.						
2. Participating in the development/implementation of the organization's public relation's approach.						
3. Representing the organization with public officials and others.						

4. Helping the organization stay attuned to the external environment.							
5. Recruits members of the organization							

<b>C. FUND RAISING</b>		1	2	3	4	5	6
1. Giving money to the organization.							
2. Representing the organization with potential funders.							
3. Sponsoring fund-raising events among contacts (e.g., coffee/cocktail gatherings).							
4. Using contacts with foundations, corporations, and other funders for the organization.							
5. Participating in planning and carrying out an organization sponsored fund raising event							

<b>D. ADVISOR</b>		1	2	3	4	5	6
1. Participate in special problem solving sessions with board members and others.							
2. Offer particular knowledge and skills in a consulting role with management or the board.							
3. Serve on committees related to particular knowledge or skills.							

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