**Questions Prospective Board Members Should Ask**

**and Boards Should Be Able to Answer**

**About the programs**

* What is the mission of the organization?
* Whom does the organization serve?
* Can I visit to observe the programs firsthand?
* Is there a strategic plan that is reviewed regularly? May I have a copy of it?
* How are programs evaluated?

**About the financial status**

* How often do board members receive financial reports?
* May I see a recent financial report?
* May I see the most recent audit?

**About the structure of the board**

* How many board members are there?
* How many board members do the bylaws permit?
* Are there job descriptions for board members and committee members?
* Does the organization have directors and officers insurance? **(Important!)**
* Are there term limits for board members?

**About how you can contribute**

* How much of my time will be required for meetings and special events?
* How are committee assignments made?
* What is the board’s role in fundraising?
* Will I be expected to make a yearly financial contribution? Are there guidelines for a financial contribution?

**Background Materials**

Helpful material could include:

* Annual report
* Audited financial statement
* Long range program and financial plan
* List of current board members, titles and affiliations
* Board member job description
* Board organization chart
* Staff organization chart
* Newsletters, brochures or other publications
* Bio of the chief executive