**Board Basic Responsibilities Checklist**

 *Respond “Yes” or “No” to each statement below. High-functioning boards and board members will respond “Yes” to all statements. Effective boards and board members strive for “Yes” to all statements.*

**I, as an individual board member:**

|  |  |
| --- | --- |
| 1. Know PTA’s mission and purpose and use them to guide my behavior and decisions.
 | Yes/No |
| 1. Possess a copy of and have read my unit’s bylaws and standing rules.
 | Yes/No |
| 1. Disclose conflicts of interest.
 | Yes/No |
| 1. Keep confidential PTA’s sensitive information and internal discussions.
 | Yes/No |
| 1. Prepare for meetings by reading all pertinent documents prior to attending.
 | Yes/No |
| 1. Attend all PTA and board meetings.
 | Yes/No |
| 1. Prepare and submit required reports in a timely manner.
 | Yes/No |
| 1. Actively participate in all PTA meetings.
 | Yes/No |
| 1. Listen respectfully and consider all sides of an issue
 | Yes/No |
| 1. Help set and then monitor PTA’s goals
 | Yes/No |
| 1. Play an active role in growing membership.
 | Yes/No |
| 1. Read and understand financial reports, and ensure my PTA stays within budget.
 | Yes/No |
| 1. Advocate on behalf of PTA.
 | Yes/No |
| 1. Contribute toward a positive public image of PTA.
 | Yes/No |
| 1. Mentor and orient new board members.
 | Yes/No |
| 1. Develop my own skills and avail myself of PTA training.
 | Yes/No |
| 1. Actively participate in recruiting new board members.
 | Yes/No |
| 1. Ensure my unit limits risk and is properly insured.
 | Yes/No |
| 1. Ensure my unit complies with state PTA rules and files appropriate state PTA reports, including reporting of PTA membership and officer contact information.
 | Yes/No |
| 1. Ensure my unit files appropriate IRS forms and state tax exempt and corporate forms.
 | Yes/No |

**My PTA’s board, as a whole:**

|  |  |
| --- | --- |
| 1. Knows and follows the mission and purposes of PTA.
 | Yes/No |
| 1. Knows and follows the unit’s bylaws and regularly reviews and updates those bylaws.
 | Yes/No |
| 1. Creates plans, sets goals, and works assesses progress toward achieving the goals.
 | Yes/No |
| 1. Monitors and assesses programs and events.
 | Yes/No |
| 1. Measures impact of its programs and events.
 | Yes/No |
| 1. Ensures adequate financial resources for achieving PTA’s goals and mission.
 | Yes/No |
| 1. Provides financial oversight and follows good financial practices.
 | Yes/No |
| 1. Builds a competent board through training, recruitment, and assessment.
 | Yes/No |
| 1. Ensures legal and ethical integrity by operating transparently, complying with law, and remaining accountable to membership and to each other.
 | Yes/No |
| 1. Enhances PTA’s reputation and public standing.
 | Yes/No |