

**Board Member Annual Individual Engagement Plan FY20XX
ABC Inc.**

Name of Board member: _____

I commit to assisting ABC Inc. in the following ways throughout FYXX:

Board Meetings: Meetings are held the <insert day > of each month except <insert any months the board does not meet> at <insert time>.

- I will prepare for, attend and actively participate in all board meetings. If I am unable to attend a board meeting, I will notify the board chair and executive director in advance of the board meeting.

Board Committees: I will serve on and actively participate in the following committee(s):

- Governance
 Finance
 Development
 Other...

Board Officer: I will serve as a board officer for FYXX:

- President
 Vice-President
 Treasurer
 Secretary

Board Development

- I will actively work to identify and nominate prospective candidates for election to ABC's board of directors who will further our mission and work.

Annual Personal Donation

- I will make an annual gift that reflects that ABC Inc. is a personal philanthropic priority.
My personal donation for this year is: _____.

Fund Development

I will support fund development efforts by:

- Providing a list of 5 new prospects for donor cultivation and solicitation:
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____

- Write handwritten notes on appeal letters
- Make thank you calls and/or write hand written donor thank you notes
- Participate as a board ambassador in donor and prospect tours of ABC.
- Participate in donor cultivation and solicitation meetings with the Executive Director. Board members play a key role in these meetings, by sharing their reasons for supporting ABC.
- Invite friends and family to participate in ABC events:
 - I will attend ABC's <insert event>
 - I will support the <insert event> by:
 - Serving as part of the organizing committee
 - Purchasing a sponsorship
 - Securing sponsorships
 - Attending
 - Bringing friends & family
 - Volunteering on the day of the event
 - Other: _____

Board Member (signature): _____ **Date:** _____

Board President (signature): _____ **Date:** _____