

**CHECKLIST FOR RESPONSIBLE BOARD BEHAVIOR**  
**Self Evaluation Tool**

**This year as a member of this board I will:**

1. \_\_\_\_\_ attend training and study PTA reference materials for my job.
2. \_\_\_\_\_ ask questions when I do not understand.
3. \_\_\_\_\_ attend all board meetings and participate actively in discussion and debate.
4. \_\_\_\_\_ support all majority decisions of the board.
5. \_\_\_\_\_ serve on one or more committees of the board and attend all committee meetings and activities.
6. \_\_\_\_\_ follow through on all assignments I accept.
7. \_\_\_\_\_ delegate responsibilities to others.
8. \_\_\_\_\_ identify and help develop new leaders to succeed me in my board role.
9. \_\_\_\_\_ support other board members in their work.
10. \_\_\_\_\_ alert my committee chair and/or president when I am unable to complete my assignment so others can help.
11. \_\_\_\_\_ prepare and follow a plan of work.
12. \_\_\_\_\_ track the expenditures and/or income of my committee and stay within the budget approved by the membership.
13. \_\_\_\_\_ understand the board's procedural and legal responsibilities.
14. \_\_\_\_\_ keep a clear and complete record of my activities to pass on to my successor.
15. \_\_\_\_\_ promote the objects and mission of PTA.