

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

**During the past year, as a member of this board did I:**

1. \_\_\_\_\_ attend training and study PTA reference materials for my job?
2. \_\_\_\_\_ ask questions when I did 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 accepted?
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 was unable to complete my assignment so others could 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 and pass it on to my successor?
15. \_\_\_\_\_ promote the objects and mission of PTA?