

One Board Seat

One page. One seat. Not the whole board.

Pick one board member — not your chair, not your hardest case. Someone in the middle you like. Fill this out for them and you'll have built a real job where there was only a seat. Do another one next month.

The seat

Board member: _____

Joined: _____ **Term ends:** _____

No end date? That's the first thing to fix. Write in a proposed one.

1. Their territory

The part of your fundraising this person is responsible for knowing and opening. Not a committee — a patch of the world that belongs to them.

Why them? What do they already have — relationships, history, standing — that makes this patch theirs?

2. The countable commitment

Numbers, not spirit. A board member who knows the number can tell whether they're doing the job. A board member who doesn't will assume someone else has it covered.

Commitment	How many per year
Introductions to new prospects	
Donor thank-you calls	
Site visits or tours they host	
Events they bring someone to	
Other:	

Keep the total small enough to be real. Four meaningful introductions beat twelve imaginary ones.

3. Their counterpart on staff

The person who follows up on everything they start, and who reports back so they never wonder where it went.

Staff counterpart: _____

Follow-up promise: within _____ days of any introduction, their counterpart reaches out and tells them what happened.

This is the most-skipped line on this page, and it decides whether a board member ever makes a second introduction.

4. The giving conversation

Write the words you will actually say – before they accept the seat, not after.

Whatever you write has to do three things: name a real expectation, avoid making anyone disclose their finances in front of other people, and let them decide before they've committed to anything.

Your words:

When this conversation happens: _____

If the answer is "after they join," move it. That timing is what makes it land like a bait and switch.

5. What they get before they say yes

List what this person will actually receive – documents, conversations, introductions – before they accept the seat. If the list is short, that's the finding.

What they get	Who gives it	By when

6. Their first 90 days

Write the sequence you want. Fewer, specific things beat a full calendar nobody follows.

When	What happens	Who owns it	Done

The email you send this week

One email. Not a survey, not a binder.

Hi [name] –

I've been thinking about where you fit in our fundraising, and I keep landing on [territory]. You already know [the thing they know], and that's the piece we need most.

Would you want to own that? I'd pair you with [staff counterpart] so you're never doing follow-up on your own.

Let me know what you think.

Do one. Not the whole board – one. Do another one next month, and inside a year you will have rebuilt the board without anyone sitting through a governance retreat.

Notes
