

Board Members' Role in the Gala - Worksheet

Name of Board Member: _____

Nonprofit boards serve as the backbone of every organization, playing a significant role in its success. Specifically, when it comes to gala events, board members' involvement can make the difference between a good event and an outstanding one.

This worksheet will help define and highlight the role each board member can play in our upcoming gala. It's designed to aid you in strategizing your contributions, which will streamline the event planning process and enhance the overall success of our event. Your active participation will not only help us reach our fundraising goals but also strengthen the community ties and elevate the public image of our organization.

1. Advocate

A key part of being on the board is advocating for our organization and the gala event. Your voice can encourage participation and amplify our reach.

- Identify three ways in which you can promote our gala within your networks:

1. _____

2. _____

3. _____

- List five people or organizations you can personally reach out to and encourage to attend the gala:

1. _____

2. _____

3. _____

4. _____

5. _____

2. Fundraiser

As board members, your contribution to fundraising efforts is invaluable. Personalizing asks to your contacts can yield fruitful results.

- Identify personal and professional contacts you can approach for donations:

1. _____
2. _____
3. _____
4. _____
5. _____

- Specify the fundraising goal you are comfortable committing to (please remember, every bit counts):

3. Host

Your role as a host at the gala can make guests feel more welcome and foster a deeper connection to our mission.

- Identify potential talking points or success stories about our organization's work you'd like to share at the gala:

1. _____
2. _____
3. _____

4. Thank-You Sender

Sending a heartfelt thank-you to our donors, sponsors, and attendees is a critical post-gala task. It's a simple act that builds long-term relationships.

- Identify ways you can personalize thank-you notes (reference a conversation, express appreciation for their support, etc.):

1. _____
2. _____
3. _____

Final Thoughts

- What other roles do you see yourself playing to help ensure the success of our gala?

- What support or resources do you need from the organization to fulfill your role?

Thank you for your dedication and effort. Your commitment to our mission and our gala event will make a substantial difference. Let's work together to make our gala a memorable and successful event!

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