

## ColoradoGives Board Attendance Worksheet\*

**Organization Name:**

**Date:**

Please see example at bottom of chart. Calculation for "Percentage of Board Member Attendance" for ColoradoGives Profile.

Calculate only for Governing Board.

**STEP 1:** List dates for every full board meeting during last fiscal year in Column 1.

**STEP 2:** List total number of board members for last fiscal year in Column 2.

**STEP 3:** List number of board members attending each board meeting in Column 3. Use the Board Minutes as source of information for number of board members attending each month's board meeting.

**STEP 4:** Input the "BOARD ATTENDANCE PERCENTAGE (%)" in the ColoradoGives Profile (Management and Governance Section | Boards tab | Edit | Board Info | Attendance %). In the "Example", the "BOARD ATTENDANCE PERCENTAGE (%)" would be 69%.

COLUMN 1	COLUMN 2	COLUMN 3	
<b>Board Meeting Dates</b>	<b># Board Members</b>	<b># Attending Board Meeting</b>	<b>% Board Member Attendance</b>
1/15/2014	8	7	88%
3/19/2014	8	5	63%
5/21/2014	8	7	88%
7/16/2014	8	7	88%
9/10/2014	7	5	71%
11/12/2014	7	5	71%
<b>BOARD ATTENDANCE PERCENTAGE =</b>			<b>78%</b>

<b>EXAMPLE:</b>			
COLUMN 1	COLUMN 2	COLUMN 3	
<b>Board Meeting Dates</b>	<b># Board Members</b>	<b># Attending Meeting</b>	<b>% Board Member Attendance</b>
1/7/2014	15	8	53%
2/11/2014	15	9	60%
3/11/2014	15	6	40%
4/8/2014	15	8	53%
5/13/2014	15	10	67%
6/10/2014	15	12	80%
7/8/2014	15	12	80%
8/12/2014	15	11	73%
9/9/2014	13	8	62%
10/14/2014	13	13	100%
11/11/2014	13	12	92%
12/9/2014	13	9	69%
<b>BOARD ATTENDANCE PERCENTAGE =</b>			<b>69%</b>

\* This can be accessed from the administration side of your ColoradoGives profile.