

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	
Board Meeting Dates	# Board Members	# Attending Board Meeting	% Board Member Attendance
10/3/2013	13	12	92%
12/5/2013	13	8	62%
3/20/2014	13	12	92%
6/19/2014	13	9	69%
BOARD ATTENDANCE PERCENTAGE =			79%

EXAMPLE:			
COLUMN 1	COLUMN 2	COLUMN 3	
Board Meeting Dates	# Board Members	# Attending Meeting	% Board Member Attendance
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%
BOARD ATTENDANCE PERCENTAGE =			69%

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