Us TOO International Board Members
List of Responsibilities: Your To-Do List
Updated 3.2.2011

Participate
1. Attend all Board meetings and/or conference calls
2. Read all materials prior to Board meeting to be prepared to discuss

Get Informed
3. Read the Us TOO articles of incorporation, bylaws, and policies documents – these and other important documents are listed on the Board Resources webpage at: www.ustoo.org/BoardResources, password: iamustoo
4. Read the HotSheet every month
5. Read the Chapter NEWS newsletter
6. Read News You Can Use emails from Us TOO International
7. Visit the Us TOO website at least monthly: www.ustoo.org
8. Get familiar with all our patient education brochures
9. Subscribe to at least 3 Prostate Pointers discussion groups (14 different ones are available), and subscribe to the Us TOO Inspire community
10. Attend at least two chapter meetings during the year, and if possible, at 3 different chapters

Talk About Us TOO
11. Talk about Us TOO to everyone you know, or to anyone standing next to you
12. Be able to describe the Us TOO mission, and cover important talking points as to why you are passionate about this organization and what we do (prepare your personal “elevator speech,” and use it)
13. When you see prostate cancer being discussed in the media, in online discussion communities, blogs, newspaper articles, etc., write a response or letter to the editor telling them your story and your experience with Us TOO

Obtain Contributions
14. Personally donate at a level you are able
15. Approach organizations and companies you have personal connections to, to introduce them to Us TOO, help open a door for them to become a prospective supporter
16. Initiate or participate in local or national fundraiser events for Us TOO – ask your friends, family, coworkers and others you know to support you and the organization you believe in