



## Board Expectations 2023-2024

### Our Mission:

Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.

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### Our Vision:

PENCIL exists to create a world where MNPS students and teachers have equitable access to resources and opportunities, empowering students to succeed now and in the future. We will do this by creating a community that respects the unique perspectives and experiences of all stakeholders through proactive listening, continuous learning, and tireless advocacy for every student.

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### Our Values:

Our work is guided by the needs of MNPS, is student centric, and is achieved through intentional partnerships and tangible engagements. As the PENCIL team, we will be collaborative and inclusive, act with transparency and integrity, and demonstrate kindness and gratitude

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Our Board Engagement Committee is eager to welcome a diverse, inclusive, and equity-focused group of community leaders to join the work of our board in supporting PENCIL's mission. The following qualities and characteristics of candidates offer guidance to the committee's process but do not restrict the committee from considering other factors as well.

### Qualities and Characteristics of a PENCIL Board Members

- Commitment to the PENCIL's Mission, Vision, and Values
- Seeks to add value to the outcomes of the organization by their active engagement and participation
- Commitment to equity and justice across all program areas as well as in our business operations
- Commitment to an active role in community leadership
- Reputation for sound decision making, good judgment, ethical behavior patterns, and established equity and justice practice
- Openly values a diversity of viewpoints and exhibits an understanding that engaging with members from different life experiences and cultural backgrounds results in better outcomes

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- Attentive to building a culture of mutual respect in order to welcome the full engagement of other members and the unique perspectives they bring to the team
- Proven ability to maintain confidence
- Commitment to sharing power and responsibility equally among all board members
- Proven ability to work in cooperation with others
- Awareness of the many systemic inequities in our society and attentiveness to helping avoid perpetuating those inequities in the management and service delivery of the organization
- Commitment to approaching board work with humility and curiosity
- Commitment to lifetime learning and interest in leading for change

PENCIL board terms are three years and begin July 1 each year. By mutual consent board members are eligible to serve two consecutive terms before they roll off the board for a period of at least one year. Exiting board members can remain actively engaged with PENCIL via participation on our Alumni Board as well as on most board committees.

Here are the ways we ask each board member to engage with PENCIL. Realizing that capacity and skills differ for each member, we acknowledge that most board members will excel at 65-75% of these elements. Please ponder and note which elements you will focus on as a PENCIL board member.

### CRITICAL ACTIVITIES

- Be knowledgeable about PENCIL in order to serve as an active and positive spokesperson, enhancing PENCIL's image and reputation in the community
- Share PENCIL promotional materials, news, and invitations with your social network to expand the public's awareness of PENCIL (reposting our social media posts is incredibly powerful)
- Attend and actively participate in quarterly board meetings (typically Wednesday or Thursday morning from 8 to 9:30; we set the calendar for the year each May)
- Actively participate in at least one board committee or project (likely 4-6 committee meetings annually)
- Make a leadership investment in PENCIL with a pledge of unrestricted support of \$1,200 or more made no later than July 31 each fiscal year with full payment made by June 30 of the following year. **(While this revenue is vital to PENCIL, your comfort with the investment you make is more important. We understand that the amount may need to be different for you, so please communicate with our CEO or Board Chair what level of investment is comfortable for you.)**

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- Our rationale behind this investment is that many community investors believe it is vital to have 100% of an organization's board members personally investing in the financial well-being of the organization. In fact, some funders require 100% board investment. Clearly it is a strong indication of the board's commitment to PENCIL.
- Actively shepherd any requests made to your company for investment in PENCIL's work, for both financial investments and volunteerism
- Proactively communicate with PENCIL's Board Chair or CEO if circumstances arise which prohibit you from being an engaged and effective board member

### **IMPORTANT ACTIVITIES**

- Respond to PENCIL communications in a timely manner
- Engage in at least 2 programmatic activities over the course of each academic year in order to understand PENCIL's work more fully
- Participate in *A Little Night of Music* annual fundraising event in some manner - purchasing a ticket to attend the event (Patron Ticket \$300, Main event ticket \$200), acquiring/donating an item for our silent auction item, or purchasing a silent auction item
- Participate in PENCIL's fundraising breakfast event (August), ideally by hosting a table and securing six guests to attend with you
- Bring at least 2 potential donors/volunteers to PENCIL engagement events during each fiscal year
- Make thank you calls and/or send thank you notes to PENCIL donors as requested by staff

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