

BOARD EXPECTATIONS



WELCOME

PENCIL 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 to link community resources to Metro Nashville Public Schools to help young people achieve academic success and prepare for life. Our work is guided by the needs of MNPS students and teachers and is achieved through intentional partnerships and tangible engagements.

ROLE

The PENCIL Board's role is to:

- Open doors
- Raise money
- Build partnerships
- Steward reputation
- Advance strategic initiatives

WHAT WE ASK

PENCIL asks every board member to:

- Make a personal annual gift at a meaningful level to you (More information on next page.)
- Bring at least 1 new prospect (donor/member) per year
- Serve on one committee
- Attend and actively support signature events and board + committee meetings
- Open 2-3 doors annually

QUALITIES + CHARACTERISTICS

Qualities and Characteristics PENCIL Board Members bring:

- Commitment to PENCIL's Mission, Vision, and Values
- Value to the outcomes of the organization by active engagement and participation
- Commitment to equity and justice across all program areas as well as in PENCIL 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
- Value to a diversity of viewpoints and an understanding that engaging with members from different life experiences and cultural backgrounds results in better outcomes
- Attentiveness 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 confidentiality
- 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

BOARD TERMS

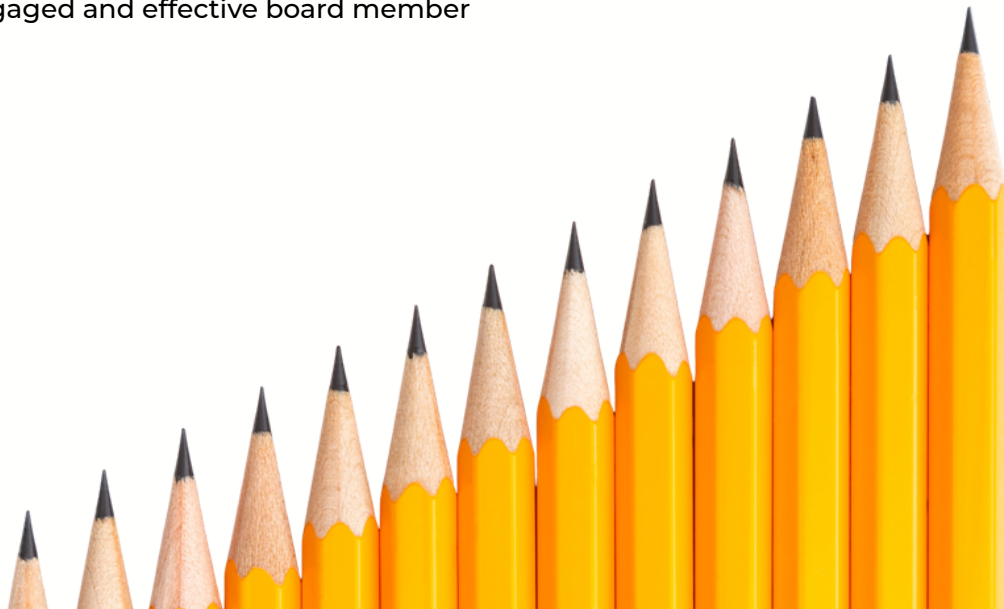
PENCIL board terms are three years and begin July 1 each year. Through mutual consent, board members are eligible to serve two consecutive terms before they roll off the board for a period of at least one year. Exiting board members can remain actively engaged with PENCIL via participation on our Alumni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

BOARD ENGAGEMENT

We acknowledge that capacity and skills differ for each board member and that most board members will excel at 65-75% of the elements of engagement outlined below. Please ponder and note which elements you will focus on as a PENCIL board member.

CRITICAL ENGAGEMENT

- **Be knowledgeable** about PENCIL so you may 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 networks 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 afternoons from 4-5:30pm; 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 financial investment in PENCIL** with a pledge of \$1,200 in unrestricted funds (or more) made no later than July 31 each fiscal year, with full payment made by June 30 of the following year. Please note that while board 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 and meaningful to you.
 - Our rationale behind asking for board giving 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, board giving 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, 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 ENGAGEMENT

- **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
 - We highly suggest participation in **Principal for A Day** or a school-based activity listed on **PENCIL Connect** to experience what happens inside an MNPS school.
- **Participate** in *A Little Night of Music* annual fundraising event in some manner (e.g. purchasing a ticket to attend the event—Patron tickets are \$350 and Event tickets are \$250—acquiring and/or donating an item for our silent auction, or purchasing a silent auction item).
- **Participate** in PENCIL's Back to School Breakfast event in August each year by, ideally, 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

