



# Carmel Education Foundation

## Board Member Overview & Application Guide

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### Overview

The Carmel Education Foundation (CEF) mobilizes the community to support Carmel Clay students and educators—ensuring every student has access to opportunities that strengthen both classroom and real-world readiness.

Board members play a critical role in advancing this mission through strategic leadership, community connection, and long-term sustainability of CEF programs.

We seek individuals who bring diverse skills, perspectives, and networks—and who are committed to active, meaningful engagement.

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### Role of the Board

**The Board of Directors is responsible for:**

- Provide strategic direction and organizational oversight
- Ensure financial health and sustainability
- Support fundraising and community engagement
- Serve as ambassadors within the community
- Support and evaluate the CEO

Board members are expected to remain informed about CEF programs, initiatives, and community needs, and to contribute meaningfully to discussions and decisions.

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### Board Commitment

**Board members commit to:**

- Attending and actively participating in approximately 7 board meetings annually, plus any special meetings
  - Serving on at least two committees or task forces (educators: one)
  - Supporting CEF events and fundraising efforts
  - Making a meaningful annual personal financial contribution
  - Serving as an ambassador for CEF
  - Contributing approximately 5 hours per month
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## Term of Service

Board members serve three-year terms and may serve up to three terms (maximum of nine years). These terms do not need to be consecutive.

This structure supports meaningful engagement across all levels of board service, including committee leadership and executive roles.

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## Board Member Expectations

Board members are expected to uphold the following responsibilities:

- **Participation & Engagement**
    - Attend and actively participate in board and committee meetings
    - Serve on at least two committees
    - Support key events and initiatives
  - **Governance & Oversight**
    - Act in the best interest of the organization
    - Provide fiscal, legal, and ethical oversight
    - Disclose and manage conflicts of interest
    - Maintain confidentiality
  - **Advocacy & Community Engagement**
    - Promote CEF within personal and professional networks
    - Support relationship-building and partnerships
    - Represent CEF in the community as appropriate
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## Annual Commitment

Board members will annually review and acknowledge:

- Board Member Agreement
  - Conflict of Interest Disclosure
  - Confidentiality Agreement
  - Whistleblower Policy
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## What Board Members Can Expect

CEF staff and leadership provide:

- Clear expectations and communication
  - Timely, relevant information
  - Opportunities for meaningful engagement
  - Respect for board members' time and contributions
  - Ongoing support and recognition
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## Application Process

Please complete the following:

- [CEF Board Application](#)
- [CEF Skills & Engagement Inventory](#)  
The Skills & Engagement Inventory helps ensure a balanced board composition and supports thoughtful committee placement based on skills, experience, and interests.

Once submitted, candidates will meet with the CEO or a designated officer, followed by a conversation with a current board member.

Board nominees are presented to the full board for consideration in November or April, with final approval in December or May. Terms begin in January or July.

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## Contact

We are delighted you are considering a leadership role with the Carmel Education Foundation. Please feel free to reach out with any questions or to schedule a conversation.

You may also visit our website to learn more: [www.ccs.k12.in.us/foundation](http://www.ccs.k12.in.us/foundation)

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