



Dear CEF Board Prospect,

Thank you for your interest in joining the Carmel Education Foundation (CEF) Board of Directors. We are currently recruiting highly motivated, dynamic individuals who represent the diverse interests of our community and who are willing to leverage personal and professional networks to extend the mission of the foundation. Successful applicants will share our four core values and beliefs:

**Education is Power**

*Public education changes lives. It builds knowledge and tears down barriers.*

**Everybody Benefits**

*We believe our work has ripple effects that extend beyond the schools, enriching the entire community.*

**Further Together**

*We create meaningful partnerships to elevate, enhance and expand students' experiences.*

**Honor the Work**

*We recognize and celebrate the great strides of our students, teachers and administrators.*

The Board is primarily accountable for engaging the community to foster our mission of supporting students in academic achievement and lifelong learning. In recognizing that this is different for each and every student, we aim to provide resources to meet a wide range of needs and interests. An essential component of this responsibility is to ensure the organization has the capacity and resources required to meet our strategic goals.

Enclosed is a position description, committee overview, board expectations, and an application. Please contact any board member or our Executive Director, Jennifer Penix, for more information. Again, thank you for your interest in CEF and the community we serve. We look forward to meeting you!

Sincerely,

Jennifer Penix  
CEF Executive Director

Tricia Reynolds  
CEF Board President



# Carmel Education Foundation Board of Directors

## Position Description and Commitment

---

### ***Purpose***

To provide strategic vision, organizational oversight, and adequate resources to ensure the Carmel Education Foundation achieves its mission to enhance educational opportunities, inspire excellence, and engage the community to foster a legacy of achievement.

### ***Charge of the Board***

- Develop and improve strategic plans, goals, and objectives.
- Select, employ, periodically assess and, if necessary, dismiss the Executive Director.
- Ensure the organization has adequate resources, financial and other, to achieve goals.
- Adopt and monitor the agency's operating budget.
- Perform its legal responsibilities, and protect the assets of the organization.
- Network and build relationships on behalf of the foundation board.

### ***Board Member Duties***

- Attend an orientation and training session at the beginning of your tenure.
- Advanced preparation for board and committee meetings- review of appropriate documents.
- Attend and participate in a minimum of 8 scheduled Board Meetings (out of 11 meetings per year)
- Active participation in at least two (2) standing committees.
- Actively support the foundation financially at a self-determined level that is considered generous, while also considering that in-kind donations of relative time and leadership efforts may contribute to a consideration of overall support for the foundation.
- Participation in organizational initiatives and events including, but not limited to, fundraising and marketing events, ad hoc committees, and board training or retreats.
- Champion the Foundation with your personal and professional network. Recruit community members to support the mission through board service, committee service, and participation in organizational initiatives.
- Consider leadership roles such a chair or officer roles.
- Remain informed and aware of CEF programs, policies, and services, as well as community and stakeholder needs, dynamics, and expectations.
- Remain in good standing with the community, and reflect positively on the foundation.
- Be aware of potential conflicts of interests- disclose potential conflicts in a timely manner.

### ***What Board Members Can Expect From Staff***

- Training and guidance; availability of an experienced Board Member to serve as a mentor.
- Current, accurate information.
- Availability and accountability.
- Economical use of your time.
- Calendar of events, meetings, etc.
- Recognition, appreciation, and thanks.

### ***Term***

- Three years, renewable. Two-term limit.
- Resignation in writing to the President, Board of Directors



## Carmel Education Foundation Board Committees

---

### *Mission Committees*

**Grant Committee**- Provides oversight for determination of grant focus areas, grant application guidelines, policies related to grants, application review and budget allocation processes. Typically meets quarterly with some pre-meeting preparation work including substantial reading and review of applications. Grants are awarded at least twice a year- typically October and February.

**Scholarship Committee** – Provides oversight for scholarship policy, selection, and fund allocations. Includes review of software, contact with donors, data assessment, application review and award recommendations. Typically meets quarterly with pre-meeting preparation work including substantial reading of applications in April and preparation for the award ceremony in late May.

**Marketing/Community Relations** – Responsible for elevating the Foundation’s presence in the community including public relations, branding, media outreach, newsletters, web presence, and social media. Members should feel comfortable with public speaking, staffing community events/booths, networking, copywriting, graphic design, and/or interacting with diverse stakeholders. Monthly committee meetings plus external preparation.

### *Fund Development/Event Committees*

**Development** – Oversees fund development strategies and resources. Generates annual prospect lists, cultivates individual and corporate gifts, monitors key metrics, and provides reports to the Board of Directors. Members should be comfortable asking individuals or businesses to financially contribute to CEF. Semi-monthly committee meetings plus external preparation.

**Taste of Carmel** – Participates in the organization and execution of the annual Taste of Carmel event. Specific leadership roles include securing sponsorships, auction items, event logistics, vendors, etc. Committee typically meets from August - March, with the event held in March.

**Ghosts and Goblins 5k/2k** – Responsible for coordinating efforts to plan and execute the Ghosts and Goblins 5k/2k event, including vendor selection and oversight, event promotion, logistics, sponsorship, and volunteer recruitment. Typically meets (monthly, bi-monthly) from March to October with the event taking place in mid-October.

### *Administrative Appointments/Ad Hoc Committees*

**Governance** - The President will appoint a committee to focus on board development, including recruiting, training, and retaining board members. The committee will also assist in monitoring the board engagement matrix and will meet with board members if performance issues arise. Other responsibilities include annually reviewing by-laws and making recommendations for revisions as warranted, reviewing size and composition of the board and making recommendations as needed, and presenting the annual slate of officers. The Governance Chair may rely on the Executive Committee and/or convene an ad hoc committee as needed. Typically meets quarterly.



## Board Member Committees Continued

---

**Finance** – The Board Treasurer serves as Chief Financial Officer for the organization, providing oversight of budget and finance issues, including investments, and is responsible for preparing and distributing financial reports to the board. Additional responsibilities include ensuring the Foundation is current with required legal filings including, but not limited to, annual 990, tax preparations, business entity reports, and audit preparations. The Board Treasurer may rely on the Executive Committee and/or convene an ad hoc finance committee as needed. Typically meets quarterly.

**Executive** – Officers of the Board of Directors and standing committee chairs (as appointed), in accordance with bylaws. Includes, at a minimum, President, Vice-President, Secretary, Treasurer, and Immediate Past President. Meets monthly with additional meetings as deemed necessary.



## CEF Board Member Level of Support Guidance

---

### Board Member Financial Support

As a CEF Board Member, you commit to actively participating in CEF initiatives, financially supporting the foundation at a self-determined level that you would categorize as generous, and facilitating fundraising efforts. Participation by board members in CEF events and organizational initiatives demonstrates the commitment of each board member to CEF's mission and its standing in the community.

**It is suggested that board members provide annual financial support in at least two of the following ways:**

- Annual donation directly to CEF - (personal determination)
- Paid registration for individual/family to Ghosts and Goblins race and merchandise- (average is \$25 - \$150)
- Donation to CEF Honor Roll to recognize one or more CCS Educators - (personal determination)
- Purchase tickets or a table for Taste of Carmel - (\$60 - \$1,000)
- Participation in annual CEF Day of Giving (December)- (personal determination)

**Additional opportunities to provide financial support to CEF:**

- Secure sponsorship for fundraising event or community partnership opportunity (personal business, employer or other connection)
- Secure donation of in-kind products to offset operating or event costs (i.e. office supplies, event equipment, board development,, etc.)
- Secure matching donation by employer or utilize employee giving opportunity to benefit CEF
- Provision of in-kind service in area of expertise (i.e. accounting, marketing, etc.)

The Executive Director maintains record of all contributions, and will regularly apprise the treasurer on the percentage of board members attributable to financial contributions. Recognition of giving will be presented in an annual report of all contributors, categorized by levels (i.e. \$5 - \$500, \$500- \$1,000, etc.). Exact amounts contributed by an individual will not be disclosed.

### Board Member Volunteer Support

**It is suggested that board members engage in at least three of the following on an annual basis:**

- Attend Ghosts and Goblins 5k/2k - volunteer in some capacity
- Attend Taste of Carmel - volunteer in some capacity
- Attend Taste of the Chamber or other OneZone events (luncheons, workshops) to represent CEF
- Attend CEF Grant Reception to recognize honorees and to represent CEF Board of Directors
- Attend Community Scholarship Night to represent CEF
- Participate in other CEF events as they develop.

The Executive Director maintains record of engagement, and will regularly apprise the governance committee on the level of board participation.



# Board of Directors Application

---

Name of Candidate: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Birthdate (Day/Month): \_\_\_\_\_

Address: \_\_\_\_\_

Business/Position: \_\_\_\_\_

Prior Non-Profit experience: Board Service      Sponsor      Volunteer      Other

Please Describe Your Prior Non-Profit Experience: \_\_\_\_\_

---

Affiliation with Carmel Clay Schools: \_\_\_\_\_

**Expertise/Experience:**

- |                          |                 |                       |
|--------------------------|-----------------|-----------------------|
| Accounting               | Finance         | Marketing/PR          |
| Banking                  | Fundraising     | Media                 |
| Business/Entrepreneurial | Government      | Medical               |
| Community Leader         | Hospitality     | Military              |
| Contractor/Facilities    | Human Resources | Non-Profit            |
| Corporate Connections    | Insurance       | Real Estate           |
| Educator                 | Law Enforcement | School-Based/PTO      |
| Faith-Based              | Legal           | Special Program Focus |
| Technology               |                 |                       |

**Committee Preference Areas (choose 2 or more):**

- |                      |                        |                  |                 |
|----------------------|------------------------|------------------|-----------------|
| Governance           | Board Development      | Grants           | Scholarships    |
| Community Engagement | Ghosts & Goblins 5k/2k | Fund Development | Taste of Carmel |
| Greatest Need        |                        |                  |                 |

### **Please Attach Your Resume and Bio**

There are so many aspects of individual life experiences that play a role in building a great team. CEF Board members are more than members of a profession, all have experiences that may not appear on a professional resume. In addition to your resume, please also provide a personal bio including any information you feel can help us further enhance the Board's depth of overall experiences, skills, and knowledge that will help further CEF's mission to support all Carmel Clay students and staff. This bio, or a modified version, will be linked to your photo on the Foundation website.

### **Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for completing this application form and for your interest in volunteering with us. To send the completed application and/or make inquiries:

**Carmel Education Foundation**  
**515 East Main Street Suite 124**  
**Carmel, Indiana 46032**  
**317-844-9961 ext.2680**

[foundation@ccs.k12.in.us](mailto:foundation@ccs.k12.in.us)