

# **Friends of Manual Board Membership Information Sheet**

Thank you for your interest in becoming a Friends of Manual Board Member.

Friends of Manual (FOM) is a 501(c)(3) nonprofit organization dedicated to supporting the academic achievement and overall high school experience of students at Manual High School. FOM was founded about 10 years ago by a group of alumni committed to public education in Denver and with a desire to connect in a positive way with their alma mater.

Since the school reopened in 2007, FOM has bridged the financial gap between money provided by the school district, which is based on funding from the previous year's enrollment, and the actual needs of the school. During that time, FOM has provided faculty grants to teachers with educational ideas that fell outside the realm of general funding. Such items included costs related to entering students to run in the Bolder Boulder, basketball warm-up clothes, and providing bus passes for students to attend school.

Now that the school has finally reached capacity, FOM has shifted priorities to focus on funding different projects that will have a long term impact on the direction of the school and the overall quality of education. In 2012, Manual will be adding a middle school inside the same building as a feeder program for the high school. This requires some building renovation, including a new computer lab, as well additional equipment and materials. Although the district will provide a portion of the money, there will still be a financial gap between what is allocated and what is needed.

FOM as an organization is in a very exciting place. We have held four very successful fundraising breakfasts, paid for an impartial search process for our newest principal, and are now poised to focus on more significant projects that will have a tremendous impact on the future of Manual.

In order to succeed, the FOM leadership base must expand. Therefore, we are seeking dedicated and passionate volunteers to assist the organization in its next phase of development. We are in the process of increasing our board by at least 4 candidates, who can help lead the organization into the future.

**If you are interested in helping and you believe you can perform the duties described below, please fill out the application on the next page:**

## **Major responsibilities:**

- Ensure the relevance of the agency vision, mission, values, and purpose.
- Determine policies and oversee procedures.
- Promote, communicate, and advocate the agency mission and programs to the community.
- Raise funds and reach out to the community.
- Provide organizational leadership and advisement.
- Provide financial stewardship, including adoption and oversight of the annual budget.
- Review the organizational, development, and program reports.

## **Meetings and time commitment:**

- The board of directors meets 11 times per year, with dates and times set by the board president. These are currently set for the 3<sup>rd</sup> Tuesday of every month.
- Committees of the board meet based on their respective work agendas.
- Board members are expected to perform various duties outside of meetings as needed.

## **Board Member Job Description - A FOM board member:**

- Learns the history, policies, and strategies of FOM.
- Financially supports FOM in meaningful way, including participating in fundraising activities.
- Understands the FOM finances, budget, and financial/resource needs.
- Attends and participates in FOM board meetings, small-group meetings, and retreats.
- Promotes, communicates, and advocates the agency mission and programs to the community.
- Attends FOM events - one *Breakfast with Brian*, the main fundraising breakfast, etc.
- Bring to the board any community concerns that can be addressed by FOM's mission, objectives, and programs.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Participates on a standing committee of the board and/or task forces as necessary.
- Builds collegial working relationships with other board members.
- Maintains appropriate confidentiality concerning FOM business.

# Friends of Manual Board Membership Application

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

What other boards **do you** currently serve on (please include names and positions held)?

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What other boards **have you** served on (please include names and positions held)?

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Are you a graduate of Manual? \_\_\_\_\_ If yes, what year did you graduate? \_\_\_\_\_

Why would you like to serve on the FOM board?

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What skills can you provide that will help the organization and the board?

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How much time do you realistically have to assist FOM?

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Is there anything else that we should take into consideration when discussing your candidacy?

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Please email this application to: [Friends\\_of\\_Manual@msn.org](mailto:Friends_of_Manual@msn.org) by  
September 30, 2011.

Thank you!