

## CONSIDERATIONS FOR FRIENDS OF KAVOD BOARD

### A. Primary Objective of Friends of Kavod:

The primary objective of Friends of Kavod (referred to hereafter as the “Corporation”) is to support the Kavod Charter School Program through philanthropic endeavors, fundraising, promotional relations and marketing initiatives.

### B. Functions:

Funds raised by the Corporation are directly granted to or used primarily for the benefit of Kavod Charter School. The Corporation’s philanthropic endeavors are designed to support the Kavod Charter School Program as determined by the Corporation Board in collaboration with the Kavod Charter School Administration. The Corporation does not have influence over the educational program of Kavod Charter School.

The Corporation’s fundraising priorities are as follows:

- 1) Provide supplemental support to programs already established at Kavod Charter School;
- 2) Provide funding when there are restrictions for school spending, such as: team appreciation, procurement of alcohol for fundraising events, or other areas where there are limitations of the allocation of school finances.
- 3) Initiate new fundraising efforts that supplement the educational program of Kavod Charter School as determined in collaboration with the Kavod Charter School Administration.

The existence of the Corporation does not prohibit Kavod Charter School from also raising direct funds or organizing fundraising events.

### C. Expectations of the Friends of Kavod Board Members: Qualifications:

Corporation Board Members must have expertise in a capacity that will assist the Corporation in achieving its goals. The following areas are deemed to be of vital importance: fundraising/philanthropic giving, grant writing, finance, marketing, legal and public relations.

The Kavod Parent Committee Chair must have positive relationships with the Kavod Charter School parent community and the Kavod Charter School team, as well as past experiences supporting events or organizations. Supportive skills: organizational skills, communication skills, and delegation capabilities.

#### **Capacity Expectations:**

Corporation Board Members must meet the following commitments in order to be elected to a position on the Corporation Board:

**Financial:** Corporation Board Members are expected to contribute in a meaningful amount to the Annual Campaign and are encouraged to contribute or procure \$1,000 or more and to support the other fundraisers throughout the year.

**Time:** Corporation Board Members must be willing to dedicate a minimum 3-5 hours a month to support the Corporation; this includes attending Corporation Board meetings, staffing at least one event per year (e.g., Kavod table at public events in San Diego), participating in committees, and attending school events that are supported by the Corporation. The Kavod Parent Committee Chair will also need to allocate time to supporting the Kavod Parent Committee including contacting the parent community and communicating with the Kavod Charter School administration on a regular basis.

#### **Advocates for Kavod:**

One of the key elements that distinguishes a Corporation Board Member from a general supporter is a willingness to advocate on behalf of Kavod Charter School and its mission in public forums. Corporation Board Members should be supportive of Kavod Charter School, including working cooperatively with the Kavod Charter School administration and the Kavod Charter School Board, and should also feel comfortable promoting the school in both internal and external capacities. Corporation Board Members must also be cognizant of the public policy environment that impacts charter schools at the local, state, and federal levels, and advocate for Kavod Charter School and for the charter school movement, in accordance with legal regulations.

**Responsibilities Include:**

- Attending/participating in Corporation Board meetings
- Participating on Committees
- Setting and tracking budgets
- Providing financial oversight
- Developing and implementing philanthropic goals
- Supporting marketing initiatives
- Attending events hosted to raise funds for Kavod Charter School
- Advocating for Kavod Charter School and the Corporation
- Responding timely to emails
- Supporting parent engagement
- Leading by example of supporting the expectations and procedures of Kavod Charter School
- Working collaboratively with the Kavod Charter School administration, team and Kavod Charter School Board
- Supporting promotional initiatives of the Corporation and Kavod Charter School, including social media

**Additional Responsibilities of Officer/Designated Positions**

- **President:** Preside over the Corporation Board meetings, set agenda, build consensus among board members, liaise with the Executive Director and with the Board of Kavod Charter School as needed, be the first point of contact
- **Treasurer:** Oversee fiscal matters of the Corporation, including managing the budget, providing monthly statements, banking, and taxes
- **Secretary:** Take notes at meetings, keep documents up to date and organized on publicly available site, post agendas on Parent Square in advance of the meetings
- **Parent Committee Chair:** Lead Kavod Parent Committee meetings; build community throughout the school; advise Corporation Board on financial needs for Kavod Parent Committee; act as a liaison to the Kavod Charter School Administration, Room Parents and Committee Chairs; and support with organization of events that connect the parent community
- **Executive Director of Kavod Charter School:** Provides guidance to the Corporation on the support needs of Kavod Charter School

**D. Application Process for Prospective Corporation Board Members****I. Self-Nominating Requirements/Process for General Board Members/Officers (non-Kavod Parent Committee Chair)****Requirements:**

Have expertise in an area that supports and furthers the mission of the Corporation and understand and agree to the expectations of a Corporation Board Member in consideration of capacities, advocacy and responsibilities.

**Process:**

- Application Submission
- Application review by the Corporation Board
- After application review: Interview with Corporation Board
- Consideration by Corporation Board vote or, as and if required, by approval of the Board of Kavod Charter School

**Application packet to include the following four components:**

1. Resume
2. Letter of Interest that includes:
  - a. In what capacity you would like to serve on the Corporation Board: General Member, Officer, No-Preference
  - b. Expertise Areas**
  - c. Understanding of Capacity Expectations**
  - d. Understanding of Advocacy Expectations**, including if applicable, examples of past advocacy
  - e. Understanding of Responsibilities**
  - f. Reasons you feel you can benefit the Friends of Kavod Board

3. Fulfillment of one of the following support requirements:
  - a. Brief letter from an Administrative Director or Board Member of Kavod Charter School stating he/she feels candidate would benefit Kavod Charter School through the Corporation
  - b. Two reference letters identifying how the candidate would benefit Kavod Charter School through the Corporation
4. Contact information for 3 references

**Sample Interview Questions:**

1. Why do you want to serve on the Corporation Board?
2. What is your understanding of the core values of Kavod Charter School and what interests you most about Kavod and Friends of Kavod?
3. What is your understanding of the Charter School movement?
4. What do you believe the role of a board member should be?
5. How will you lend your expertise to support Friends of Kavod and Kavod Charter School?
6. Have you reviewed and would you agree to the responsibilities of a Friends of Kavod Board Member?

**II. Self-Nomination Requirements/Process for Kavod Parent Committee Chair**

**Requirements:**

Understand and agree to the expectations of a Corporation Board Member in consideration of capacities, advocacy and responsibilities.

**Process:**

- Application Submission
- Application review by the Corporation Board members in cooperation with the Kavod Charter School Administration
- After application review: Interview in an open Corporation Board meeting
- Consideration by Corporation Board vote or, as and if required, by approval of the Board of Kavod Charter School

**Application packet to include:**

- Letter of Interest that includes:
  - Reasons you feel you can benefit the Kavod Parent Community and the Friends of Kavod Board
  - Understanding of **Capacity Expectations**
  - Understanding of **Advocacy Expectations**, including if applicable: examples of past advocacy
  - Understanding of **Responsibilities**
- Fulfillment of both of the following support requirements:
  - Name of a Kavod employee who can indicate how the candidate has shown support of the Kavod Charter School Program and how the candidate would benefit the Kavod Program, the Kavod Parent Community and the Friends of Kavod Board
  - Two support letters from parents of Kavod Explorers identifying how they feel the candidate would benefit the Kavod Program and parent community through the Friends of Kavod Board and as the KPC chair.
- Contact information for 3 references from the parent community

**Sample Interview Questions:**

1. Why do you want to be the chair of the Kavod Parent Committee?
2. What do you think the role of a parent committee chair should be?
3. What is your understanding of the core values of Kavod Charter School and what interests you most about Kavod?
4. What is your understanding of a Charter School?
5. What do you believe the role of a board member should be?
6. Have you reviewed and would you agree to the responsibilities of a Friends of Kavod Board Member?