

Community Literacy Center Board Recruitment Form

Organization Information

Name of Organization: Community Literacy Centers
Mailing Address: 5131 N. Classen Circle, Suite 204, Oklahoma City, OK 73118
Phone: 405-524-7323
Fax: 405-608-0533
Email: okcread@communityliteracy.com
Web Site: www.communityliteracy.com
Primary Staff Contact
Title: Ms. First Name: Becky Last Name: ODell
Position: Executive Director
Mailing Address if different from organizational address: [Click here to enter text.](#)
Direct Phone with extension: 405-524-7323
Email: okcread@communityliteracy.com

Mission: To encourage and support adult literacy in our community

Major Programs: Basic literacy and ESL (English as a Second Language) for adults

Target Population: Oklahoma City area adults

Total Annual Budget: \$100,000+ - \$500,000

Major sources of revenue: Foundations, United Way, special events and individual donors

How many staff? 4

Significant plans for future, such as a capital campaign or implementation of a new program: Increase our number of clients served and initiate a "fees for service" program to serve for-profit companies

Board Description:

What is the primary work of your board? Fund Raising
How many board members? 11-20
How long is a board term? 3 years
How many consecutive terms can a board member serve? 2

When does the board meet? (*Place an X by all that apply*)

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> April
<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> December

Day: Third Wednesday of each month

Wednesday

Time of Day for Board Meetings: Breakfast

Where does the board meet? CLC Center located at 5131 N. Classen Circle

Board Member Obligations

Financial Commitments:

Annual personal contribution Yes

Participation in fund raising campaign (sign letters, make calls) Sign letters, make calls, recruit new donors

Sales of tickets or sponsorships for events Yes

Other financial obligations: [Click here to enter text.](#)

Time Commitments*(Place an X by all that apply)*

<input checked="" type="checkbox"/>	Service on one or more committees
<input checked="" type="checkbox"/>	Volunteer for one or more programs of the organization
<input checked="" type="checkbox"/>	Required attendance at a minimum number of board meetings

Other, please specify [Click here to enter text.](#)**Specific Skill Sets Needed on Board**Are there specific skills you are seeking in new board members? *(Place an X by all that apply)*

<input checked="" type="checkbox"/>	Financial Management	<input type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Fund Raising	<input type="checkbox"/>	Bylaws/Policy Development
<input type="checkbox"/>	Special Event Management	<input type="checkbox"/>	Human Resources/Personnel
<input checked="" type="checkbox"/>	Marketing/Communications	<input type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Technology	<input type="checkbox"/>	Real Estate/Property Management
<input type="checkbox"/>	Other, please specify Click here to enter text.		

Specific Demographics Needed on Board, if anyAre you seeking representatives among specific demographic groups? *(Place an X by all that apply)*

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
<input type="checkbox"/>	Teens	<input type="checkbox"/>	Young Adults
<input type="checkbox"/>	African American/Black	<input type="checkbox"/>	Seniors
<input type="checkbox"/>	Asian American	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Other Racial/Ethnic: Click here to enter text.		
<input type="checkbox"/>	Specific Religion or Faith: Click here to enter text.		
<input type="checkbox"/>	Residency	<input type="checkbox"/>	
<input type="checkbox"/>	Northwest Oklahoma City	<input type="checkbox"/>	Northeast Oklahoma City
<input type="checkbox"/>	Downtown Oklahoma City	<input type="checkbox"/>	South Oklahoma City
<input type="checkbox"/>	Far West Oklahoma City	<input type="checkbox"/>	Tinker AFB Area
<input type="checkbox"/>	Edmond	<input type="checkbox"/>	Jones/Luther
<input type="checkbox"/>	Moore	<input type="checkbox"/>	Midwest City/Del City
<input type="checkbox"/>	Norman	<input type="checkbox"/>	Mustang
<input type="checkbox"/>	Other Click here to enter text.		

Other Information You'd Like Potential Board Members to Know:

CLC is seeking energetic and diverse Board members to assist with fund raising and governance of the organization. CLC is a well-established non-profit that continues to serve the Oklahoma City area by providing literacy classes in a variety of settings.

Communicating with Potential Board Members

What other information do you need from potential board members to consider them for your organization's board? Resume, Bio

How should potential board members contact you?

<input type="checkbox"/>	Mail letter of interest to Click here to enter text.
<input checked="" type="checkbox"/>	Email statement of interest to okcread@communityliteracy.com
<input checked="" type="checkbox"/>	Call this person—Becky ODell - at this number: 405-524-7323