

NW Classen Academy Board Recruitment Form

Complete and return this form to Leadership Oklahoma City (by email as an attachment, please, so we have an electronic copy) and we will distribute it among our members who have indicated an interest in serving on a nonprofit board. Any interested members will then communicate directly with your organization if they are interested in being considered for your board.

Leadership Oklahoma City makes no promises that respondents will be flawless board members, nor does it promise its members that organizations seeking board members are perfect in every regard.

Steps:

1. Save this form to your computer as *Your Organization Name* Board Recruitment Form.
2. Complete the form and save again with your completions.
3. Email the form as an attachment to info@lokc.org.

Organization Information

Name of Organization: Northwest Classen Academy of Health Sciences Advisory Board

Mailing Address: 2801 NW 27th, OKC, OK 73107

Phone: 405-587-6300

Fax: [Click here to enter text.](#)

Email: friendsnwc@gmail.com

Web Site: [Click here to enter text.](#)

Primary Staff Contact:

Title: Ms. First Name: Jennifer Last Name: Cox

Position: Board member

Mailing Address if different from organizational address: Same

Direct Phone with extension: Please use email below

Email: friendsnwc@gmail.com

Mission: The Advisory Board of the National Academy Foundation (NAF) provides a platform for communication between educators and representatives from the public and private sectors within the community.

Major Programs: Provide students of the Northwest Classen Academy of Health Sciences the opportunity to explore careers in Health Sciences.

Target Population: All Academy students

Total Annual Budget: \$100,000 or less

Major sources of revenue: Fundraising

How many staff? 13 board members

Significant plans for future, such as a capital campaign or implementation of a new program: We are currently working to raise funds to renovate 2 of the 6 science labs at Northwest Classen. Once funds are raised, the labs will be renovated.

Board Description:

What is the primary work of your board? Hands-on (Volunteer in program, events, other activities)

How many board members? 11-20

How long is a board term? 3 years

How many consecutive terms can a board member serve? Unlimited

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 type="checkbox"/> July	<input checked="" type="checkbox"/> August
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> December

Day:

Wednesday

Time of Day for Board Meetings: Evening

Where does the board meet? Northwest Classen High School at 5:30-6:30 p.m.

Board Member Obligations

Financial Commitments:

Annual personal contribution. No amount specified in bylaws but some contributions for student needs is appreciated (for field trips, meals for orientation, etc.)

Participation in fund raising campaign (sign letters, make calls). We are currently fundraising through applying for local grants.

Sales of tickets or sponsorships for events. n/a

Other financial obligations: None

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 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 type="checkbox"/>	Financial Management	<input type="checkbox"/>	Legal
<input type="checkbox"/>	Fund Raising	<input type="checkbox"/>	Bylaws/Policy Development
<input type="checkbox"/>	Special Event Management	<input type="checkbox"/>	Human Resources/Personnel
<input type="checkbox"/>	Marketing/Communications	<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Technology	<input type="checkbox"/>	Real Estate/Property Management
<input checked="" type="checkbox"/>	Other, please specify Construction/project management	<input type="checkbox"/>	

Specific Demographics Needed on Board, if any

Are 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"/>		<input type="checkbox"/>	Seniors
<input type="checkbox"/>	African American/Black	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Asian American	<input type="checkbox"/>	Hispanic/Latino
<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:

We are in the beginning stages of fundraising for the renovation project and need a board member with expertise in the building/construction/project management industry to assist with all the nuances of renovation. We have school district approval to raise funds and renovate.

Communicating with Potential Board Members

What other information do you need from potential board members to consider them for your organization's board? Number of years of experience in the construction industry. Knowledge of renovating older buildings (1950s) that haven't had any updates since being constructed. Expertise in local building codes, etc. as much of the infrastructure may need to be brought up to code.

How should potential board members contact you?

	Mail letter of interest to Click here to enter text.
X	Email statement of interest to friendsnwc@gmail.com
	Call this person-- Click here to enter text. - at this number: Click here to enter text.