



## New Board Member Candidate Questionnaire

### **Duties and Responsibilities**

- a. The board of trustees will consist of community members and parents. Parents wishing to apply must be members of the school for more than one year. In order to get more opinions and thoughts, only one parent of a child/family can be on the board of trustees at one time.
- b. As a member of the Board of Trustees, it is expected that members be in attendance at all monthly regular and special meetings of the Board of Trustees. In addition, you will serve on at least one committee. It is understood that if a member of the Board misses more than three (3) meetings that the Board President may act to refill the position. The time commitment generally runs between 4 hours and 8 hours per month. All board members are unpaid volunteers.
- c. Conflicts of Interest - Each member will be asked to sign a "Conflict of Interest Form" each year they serve. This form requires members to disclose any and all potential conflicts of interest.
- d. As a member you will be expected to execute the Mission and Strategic Plan of the organization.
- e. Trustees will serve three-year terms.

### **Strategic Skill Sets We Are Recruiting**

Each year the Board completes an assessment of skills and qualifications of current Trustees to determine where gaps exist. This year, the strategic skill sets and board perspectives we are prioritizing in our recruitment efforts include:

- Fundraising/development
- Deep community roots and connections outside of Charlotte Preparatory School
- Prior non-profit board experience
- Facilities management, architecture background, or property procurement experience
- Legal background and experience

- Financial expertise
- Real estate background
- Education background
- Technology background
- Public relations or marketing background

Contact Information

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

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

Employer: \_\_\_\_\_

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

Telephone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

1. Why are you interested in serving as a Charlotte Prep Board member?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What, if any, are your connections with Charlotte Prep?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What strengths and/or expertise would you bring to the Charlotte Prep Board?

---

---

---

---

---

---

---

---

4. What do you see as your role(s) and responsibilities as a Charlotte Prep board member?

---

---

---

---

---

---

---

---

5. Please give us details of your current and previous volunteer experience specifically at Charlotte Preparatory School.

---

---

---

---

---

---

---

---

6. Please describe any previous fundraising experience you have.

---

---

---

---

---

---

---

---

7. Please list any other non-profits you have been involved with? What types of projects were you involved in?

---

---

---

---

---

8. The Charlotte Prep Board meets monthly as well as subcommittees (annual event, finance etc.) which also have additional meetings during the month. Are you willing to devote the time needed to assist CP? Please explain

---

---

---

---

---

---

---

---

9. Is there anything else you want to share with us about you or your interest in becoming a Charlotte Prep board member?

---

---

---

---

---

---

---

---

---

---

Please return to [frontoffice@charlotteprepfl.com](mailto:frontoffice@charlotteprepfl.com) by March 31