



PINE FORGE ACADEMY

PINE FORGE | PENNSYLVANIA | 1946

P. O. BOX 338 | PINE FORGE, PA 19548
T: 610 326 5800 | F: 610-326-4260 | PINEFORGEACADEMY.ORG

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Pine Forge Academy Board of Trustees governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long-term priorities for programs. Additionally, the Board oversees Academy Administrators who are responsible for day-to-day management of the Academy. Overall, the members of the Board contribute the educational, management, legal and financial skills needed to ensure long-term organizational stability and ensure year-to-year educational excellence for Pine Forge Academy.

The Board of Trustees has up to 18 voting members. Terms are for five years.

Board Members responsibilities include attendance at four in person meetings per year in person meetings as well as Board Retreat, teleconference meetings and active electronic conversations as part of Board committees. In some years, the Board has held additional meetings. Board members also hold fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the Academy status as a 501(c)3 nonprofit organization, Academy attendance policy allows for removal if three meetings are missed.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next five years as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- The Academy's Strategic Plan is available at: http://www.pineforgeacademy.org/wp-content/uploads/2015/07/PFA_StrategicPlan_2015_WEB.pdf
- The organization's annual donor report is available at: <http://www.pineforgeacademy.org>
- Current members, of the Board of Directors are listed at: <http://www.pineforgeacademy.org/board-of-trustees>
- Email the Headmaster (nhughes@pineforgeacademy.org) with questions or if you would like the contact information for the current Nominating Committee chair.

To Apply:

- Submit the Board Application and your résumé / CV by 15 June at noon time to: Nicole Hughes (nhughes@pineforgeacademy.org). PLEASE WRITE Pine Forge Academy TRUSTEE APPLICATION in the subject line.
- Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the Academy's work.

Time and Financial Considerations

Meetings:

- Conference Calls (can be monthly) for updates on programs, setting policy, approving committee work.
- Committee Work (generally by email) on the Academy committees: Executive/Finance, Development, Policy & By-Laws, Facilities & Maintenance, Academic and Strategic Planning.
- September Board Meeting (date varies).
- November Board Meeting (date varies).
- January Executive/Finance Committee Meeting (date varies)
- February Board Meeting (date varies).
- May Board Meeting (date varies)
- Annual Board Retreat (typically fall meeting)

Travel Cost: PFABOT policies provide lodging and transportation reimbursement (up to certain maximums) for travel. Faculty or local members who also serve on the Board are not provided travel or lodging to attend board or committee meetings.

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional, but an annual minimum of \$500 per board member and a minimum of \$1000 raised per board member is expected.



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Board of Trustees Candidate Application

Name, phone, email address of organization's representative:

Please return this application to the above address by (date): _____

Date _____

Name _____
First MI Last Familiar name

Residence

Address _____

Phone _____ E-mail _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service

We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or CV to Nicole Hughes at nhughes@pineforgeacademy.org

1. Please *briefly* describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on the Pine Forge Academy Board of Trustees?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to the PFABOT Board and share how you can make an indelible and transformational impact during your term.

ONLY THIS PACKET WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME. LIMIT RESPONSE TO THE SPACE ABOVE PLEASE.