

Portland Village School

Board Service Application

Note: Please use the blank 4th page, and separate sheets if you need more space.

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

Address \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Best way to be reached: \_\_\_\_\_

Best times to be reached: \_\_\_\_\_

1. Please tell us about any prior board service you have done, including: the organization, dates, and role you played:

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

2. Please tell us about any prior volunteer service: (if applicable, please also describe and estimate the time you have spent volunteering at PVS.)

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

3. Areas of Education, Training, Experience, or Expertise:

Accounting/Business management

Teaching/Administration

Legal/ Policy development

Public Relations

Fundraising

Computers/IT

Real estate development

Art/Music/Design/Writing

Community organizing

Grantwriting

Building trades

Waldorf education

Note: You do not need experience in these areas to apply, especially if you are hard-working, committed to the school, dependable, productive and get along well with people.

Please describe your experience in the above areas. Alternatively, please tell us about any experience you have had working in collaboration with others to achieve a worthwhile goal.

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

4. Why are you interested in serving on this Board?

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10-Point Board Service Understanding

Applying and agreeing to serve on the board requires a clear understanding of your responsibility to:

1. Attend most board meetings as well as special events
2. Develop a deep understanding of PVS mission and values
3. Take on special assignments and serve on at least one committee
4. Make a financial contribution to the organization if you can
5. Participate in ongoing recruitment by suggesting valuable nominees to the board
6. Stay abreast of developments and come prepared to meetings
7. Work collaboratively and constructively with other board members
8. Commit at least 10 hours a month of your time to board service
9. Continually evaluate your compliance with this understanding
10. Make room for others if you cannot comply with this understanding.\*

\*If you experience changes in your life that make you unable to live up to this commitment, will you voluntarily resign in a timely fashion? Would you also be willing to help recruit, prepare, and groom your replacement, if needed? Please agree to the terms of the 10-point understanding, by initialing the statement below:

“I have read the 10-point understanding and agree to abide by it within my means.”  
Your initials: \_\_\_\_\_

Board Service Preferences

Please circle any of the following areas you would be interested in working on:

Fundraising

Policy

Governance

Finance

Site

## General Points to Consider when Contemplating Board Service:

The following practices are essential to effective board service and will best support the PVS organization. Please ask yourself the following questions to help you to decide whether or not to “sign up”.

“Do I strive to.....?”

Reserve judgment: “give the benefit of the doubt”?

Research and analyze carefully before making judgments?

Give the necessary time to the effort?

Restrain myself from counterproductive initial reactions?

Maintain discretion and confidentiality?

Listen deeply to others before talking?

Accord respect to people who disagree with me?

Avoid unproductive conflict?

Identify and act on critical issues?

Be forthright in a positive manner?

Innovate and think creatively?

Tolerate frustration and ambiguity while maintaining humor?

Get things done?

Everyone involved in this great effort has an important role to play. If you are a rugged individualist, are already overcommitted, are personally overextended, or if you simply have very little free time, please consider devoting your energies to committee and project work rather than to board work.

In addition, if you do not get elected to a board position this election, please consider working on a committee. This would strengthen your record for the next board election and make you a stronger candidate to fill any opening that may arise before the next election.