

# Payne Education Center Board Recruitment Form

## Organization Information

Name of Organization: Payne Education Center  
Mailing Address: 10404 Vineyard Blvd., OKC, OK 73120  
Phone: 405.755.4205  
Fax: 405.755.4281  
Email: [carrie@payneeducationcenter.org](mailto:carrie@payneeducationcenter.org)  
Web Site: [www.payneeducationcenter.org](http://www.payneeducationcenter.org)  
Primary Staff Contact  
Title: Dr. First Name: Carrie Last Name: Brown  
Position: Executive Director  
Mailing Address if different from organizational address: [Click here to enter text.](#)  
Direct Phone with extension: [Click here to enter text.](#)  
Email: [Click here to enter text.](#)

Mission: To train teachers to prevent reading difficulties in children and to remediate dyslexia while serving as a resource and referral center.

Major Programs: 1. To train teachers in the skill of teaching children to read using the scientifically based methods of structured reading instruction such as multisensory alphabetic phonics. 2. Prevent reading difficulties in children by focusing on the education of the young child thus preventing reading difficulties from the outset of the child's educational career. 3. To create a replicable model of reading intervention and remediation by providing a reading therapist for children on the campus of a public school. 4. To partner with other community literacy public service organizations. 5. To advocate for individuals with dyslexia in multiple public and private venues.

Target Population: Teachers of students at all levels, but especially children with dyslexia. Dyslexia is a specific learning disability that is neurological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. Dyslexia affects 20% of the population: men, women and children.

Total Annual Budget: \$500,000+ - \$1,000,000

Major sources of revenue: Teacher training contract with the OK State Dept. of Education; the Masonic Charity Foundation; corporate and business grants; two annual fund raisers which promote business sponsors.

How many staff? 4 full time; 2 part-time.

Significant plans for future, such as a capital campaign or implementation of a new program: Does not apply at this time.

## Board Description:

What is the primary work of your board? Governance

How many board members? 11-20

How long is a board term? One 3-year term with option to renew for 3 years

How many consecutive terms can a board member serve? two

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

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

Day:

Tuesday

Time of Day for Board Meetings: Lunch

Where does the board meet? Payne Education Center, 2nd Tuesday of the month

### Board Member Obligations

#### **Financial Commitments:**

Annual personal contribution Significant personal financial contribution based upon ability.

Participation in fund raising campaign (sign letters, make calls): sign letters, sell Premier Card, participate in special events, solicit donors.

Sales of tickets or sponsorships for events: yes

Other financial obligations: Corporate financial sponsorship if applicable.

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

### Specific Demographics Needed on Board, if any

Are you seeking representatives among specific demographic groups? (Place an X by all that apply)

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

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

Educational issues; literacy issues; reading difficulties; advocacy; awareness or knowledge of the nonprofit charitable community and foundations resulting in leads on charitable giving.

### Communicating with Potential Board Members

What other information do you need from potential board members to consider them for your organization's board? Willingness to learn about the condition of dyslexia; have a healthy network of friends, acquaintances, and professional contacts. Prior Board experience if possible.

**How should potential board members contact you?**

	Mail letter of interest to <a href="#">Click here to enter text.</a>
X	Email statement of interest to: <a href="mailto:kmather@sbcglobal.net">kmather@sbcglobal.net</a>
X	Call this person—Karen Mather - at this number: 405.833.3122