Preservation Oklahoma Board Request

**Organization Information**

Name of Organization: Preservation Oklahoma

Mailing Address: 405 NW 15th Street, Oklahoma City, OK 73103

Phone: 405-525-5325

Fax: Click here to enter text.

Email: director@preservationok.org

Web Site: www.preservationok.org / www.overholsermansionok.org

Primary Staff Contact

Title: Choose an item. First Name: Cayla Last Name: Lewis

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: director@preservationok.org

Mission: preserve the places where Oklahoma history lives

Major Programs: Overholser Mansion maintenance and stewardship, fundraising events, preservation workshops and resources

Target Population: Oklahoma

Total Annual Budget:$197,600 Choose an item.

Major sources of revenue: Private donors, foundations, grants, memberships, sponsorships through events

How many staff? 2

Significant plans for future, such as a capital campaign or implementation of a new program: Currently working to raise $40,000 for Carriage House renovations, seeking strategic planning

**Board Description:**

What is the primary work of your board? Choose an item.

How many board members? 15 Choose an item.

How long is a board term? 3 years

How many consecutive terms can a board member serve? 2

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

|  |  |  |  |
| --- | --- | --- | --- |
| X January | February | March | X April |
| May | X June | X July | August |
| September | X October | November | December |

Day: Mondays

Choose an item.

Time of Day for Board Meetings: 4pm

Where does the board meet? Fourth Mondays, 4pm at the Overholser Mansion

**Board Member Obligations**

***Financial Commitments:***

Annual personal contribution Requested

Participation in fund raising campaign (sign letters, make calls) Requested

Sales of tickets or sponsorships for events Requested

Other financial obligations: all board members should also be POK members

***Time Commitments***

*(Place an X by all that apply)*

|  |  |
| --- | --- |
| X | Service on one or more committees |
| X | Volunteer for one or more programs of the organization |
| X | 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)*

|  |  |  |  |
| --- | --- | --- | --- |
| X | Financial Management | X | Legal |
| X | Fund Raising | X | Bylaws/Policy Development |
| X | Special Event Management | X | Human Resources/Personnel |
| X | Marketing/Communications | X | Insurance |
| X | Technology | X | Real Estate/Property Management |
| X | Other, please specify Architecture, Preservation |  |  |

**Specific Demographics Needed on Board, if any**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Male | | | X | Female |
|  | Teens |  | Young Adults |  | Seniors |
| X | African American/Black | | | X | American Indian |
| X | Asian American | | | X | Hispanic/Latino |
| X | Other Racial/Ethnic: Click here to enter text. | | | | |
|  | Specific Religion or Faith: Click here to enter text. | | | | |
|  | Residency | | |  |  |
|  | Northwest Oklahoma City | | | X | Northeast Oklahoma City |
| X | Downtown Oklahoma City | | | X | South Oklahoma City |
|  | Far West Oklahoma City | | | X | Tinker AFB Area |
| X | Edmond | | | X | Jones/Luther |
| X | Moore | | | X | Midwest City/Del City |
| X | Norman | | | X | Mustang |
| X | Other Rural Oklahoma, Tulsa | | | | |

**Other Information You’d Like Potential Board Members to Know:**

Click here to enter text.

**Communicating with Potential Board Members**

What other information do you need from potential board members to consider them for your organization’s board? Click here to enter text.

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

|  |  |
| --- | --- |
|  | Mail letter of interest to Click here to enter text. |
| X | Email statement of interest to director@preservationok.org |
|  | Call this person-- Click here to enter text. – at this number: Click here to enter text. |