



PO Box 2576 Mesa, Arizona 85214-2576 \* (800)385-3275  
[www.ExtraCreditShow.org](http://www.ExtraCreditShow.org)

## Prospective Board Member - Introductory Packet

**The Extra Credit Show** is a nonprofit corporation established in Arizona in September 2017 and currently registered in 50 states and the District of Columbia. IRS approved tax-exempt status: 05/10/18.

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Award-winning bestselling author, education innovator and reform leader, ChamBria Henderson, is the host of **The Extra Credit Show**. “ECS” is a podcast and online talk show highlighting and promoting excellence in our K-12 education system. The Show is not espousing a particular ideology or opinion. Instead, **The Extra Credit Show** explores educational excellence and innovations with the educators and innovators themselves. Our guests are sharing the foundations and driving forces behind their innovations and together we’re exploring the implementation, issues, and evolution of those ideas.

Believing that we get more of what we focus on and by changing that focus, we can change our world, the vision and mission of **The Extra Credit Show** is to shift the national conversation about education away from what isn’t working and concentrate on what IS working. Understanding the issues we face as a nation in our K-12 education system are real and need to be addressed, it is our belief that as we highlight and promote the pockets of success around us, we can infuse hope, energy and clarity into the national education conversation.

We use both digital and traditional media platforms to tell our story. As educators, innovators, policy makers, and parents come together seeking common ground, **The Extra Credit Show** can be a vital resource facilitating understanding and co-operation. We believe the listeners and viewers of **The Extra Credit Show** will have an increased ability to affect change on the local, statewide, and national levels due to being educated directly by the experts throughout the nation who have a track record of successful measurable results.

**The Extra Credit Show**, in addition to offering the weekly podcast and online show, also produces “*Pop Quiz Primer: Educational Excellence*”. This book series is an anthology of each of our guest’s work, highlighting their impact on the students they care deeply about. The books will be promoted in bookstores, libraries and given to members of education committees in state legislatures across the nation. We also purchase ad space for our guests in traditional media outlets such as The Wall Street Journal, Washington Post, The New York Times and USA Today. Air time across the nation for our guests on ABC, CBS, NBC and FOX affiliates will also be integral to getting the message out to the nation that there are pockets of educational success that we need to be looking at carefully and adopting wherever possible. From social media to local events and from documentaries to speaking engagements, our goal to communicate about the successes in our K-12 education system is paramount.

**Teachers Have Class** is another program foundational to **The Extra Credit Show**. Recent studies show teachers spend almost \$500 of their own money on supplies for their classrooms every year. Using social media and peer-to-peer crowdfunding, **Teachers Have Class** connects donors with teachers to assist in offsetting some of the classroom expenses. We envision K-12 classrooms across America being in on-going partnerships with people and businesses who are relentless advocates for our children’s education and who understand the necessity and value of investing in today’s classroom for the sake of a better tomorrow. Our “*Pop Quiz Primer: Teachers’ Edition*” highlights the impact teachers are having on their students and is also promoted in public and legislative venues.



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**The Extra Credit Show** is the new classroom in America where only the “best of the best” educators and innovators are teaching the rest of us how to connect powerfully with the rising generation. As a compliment, **Teachers Have Class** is the foundational support our teachers need in the day-to-day classroom. These are the ones on whose shoulders our children will stand.

Initial funding for the operating expenses of **The Extra Credit Show** and **Teachers Have Class** is being provided by **Arizona Scholarship Fund** and **ASF Support Foundation**. These organizations have decades of history making a profound difference in the education arena throughout Arizona and across the nation.

*We appreciate your interest in serving on the board of **The Extra Credit Show**. The following describes what your participation in a vital and effective Board of Directors involves...*

#### **BOARD GUIDELINES**

**The Extra Credit Show** Board of Directors should be as diverse as our nation. Our members are of good moral character, highly qualified in their skill set, and passionate about the education of our nation’s K-12 population. They have a depth of personal and professional experience and a broad understanding of the work involved and the goals that are strived for by the organization.

Board members have a vested interest in helping to promote a changing of the conversation about education in America away from the present negativity to one that encourages and empowers others to see and adopt what is working in K-12 education. They fulfill this challenge through several means. They oversee the creation and adherence to company policies and publicly assure the financial strength, integrity and stability of the organization. They create, implement, and participate in a development plan that includes fundraising through personal and professional financial gifts and/or gifts of time, talent and energy, annual appeals, and specific program involvement. They make personal introductions to the Executive Director of community leaders who can connect the organization to foundation, corporate and local business financial support. They also introduce the Executive Director to educational influencers and innovators and assist with inviting them to be guests on the show and assist in the promotion of their episodes. In short, board members are the personal connection to those in their community who want to bring positive awareness to K-12 education.

Governing excellence requires members who can think conceptually and do so with a long-term perspective, being able to welcome a diversity of opinions gracefully and abide fully by group decisions. They must be able to:

- Speak from an organizational perspective rather than from their own or from a sub-group perspective
- Avoid conflicts of interest
- Avoid voting on issues they are not educated about
- Place organizational accountability above personal interests
- Be able to view the Board’s task of assuring performance is at arm’s length through setting expectations, delegating to the Executive Director and monitoring activities.



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## Board Members Responsibilities and Requirements

In addition to attributes of good character, the participation/continuing participation as a board member requires:

- Alignment with mission
  - Planning, supporting, and voting according to the mission
  - Act in good faith with a duty of care and loyalty to the organization
  - State for the record any conflict of interest that may arise and recuse themselves if necessary
  - Recuse themselves from discussion and voting on matters one is not well-versed in
- Expertise
  - Members should bring valuable expertise in one or more aspect of the organization's operations such as corporate development, public or government relations, fundraising, business management, technical operations, podcasting, marketing, education innovation, student, teacher, school administrator, or parent perspective, etc.
  - Political opinions are NOT welcome when representing **The Extra Credit Show**
- Attendance at meetings
  - Two no show/no calls or three missed meetings in a calendar year is considered a resignation
- Assurance of organizational, financial and leadership responsibility
  - Accept fiduciary responsibility for the organization
    - Monitoring the operational budget and financial stability of the organization
    - Developing and actively pursuing fundraising goals and initiatives
    - Assuring that IRS, State reports, annual audit and all other financial records are in order
  - Hiring, evaluation, counseling, monitoring and support of the Executive Director
- Assurance of board effectiveness
  - Must be eighteen years of age or older
  - Must not be related to any other board member\* (exception: Initial board)
  - Be active in the board development program
  - Understand role of board membership
    - Oversight of program in general and not the day-to-day activities
    - Executive Director is the only board employee.
      - All other employees are employees of the Executive Director
  - Develop short and long term plans and priorities
  - Determines, enforces and supports policy and programs
  - Promote the well-being and continued growth of the organization
  - Maintain positive, respectful relationships on the board in spite of different ideologies
- Board Committees – Chairs will report to full board at each meeting
  - Executive Committee
  - Finance Committee
  - Governance Committee (Policy, procedures, adjudication, elections, perpetuation)
  - Marketing and Public Relations Committee
  - Advisory Committee / Advanced Class Council



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- Tasks required per calendar year to continue board membership in the following year
  - Attend Annual Mandatory Meeting (December)
  - Attend and participate in monthly board meetings, board email updates, special meetings and/or electronic votes, as necessary
  - Serve on at least one board committee
  - Consider and approve monthly/quarterly\* awards (\*February, May, August, November)
  - Fundraising: \$ \_\_\_\_\_ per year (doable but a stretch - financial / connections)
    - Personal financial donation: \$ \_\_\_\_\_
    - Donations from others: \$ \_\_\_\_\_
    - Hours committed to fundraising activities: \_\_\_\_\_
  - Bring one new member to the Advisory Board, Advanced Class Council or Board of Directors
  - Introduce Executive Director to at least one new potential guest and/or donor each month

**THE DETAILS**

Contact Info:

**The Extra Credit Show**  
**Teachers Have Class**  
 PO Box 2576  
 Mesa, Arizona 85213-2576  
  
 480.999.3088 - Office  
 480.999.1448 – Fax  
 800.385.3275 – Toll Free  
[www.ExtraCreditShow.org](http://www.ExtraCreditShow.org)

Established:

AZ: 13 September 2017                      IRS: 10 May 2018

Financial Overview

Year	Revenue	Expense	Awards
2017	\$0	\$0	\$0
2018	\$80,940	\$48,691	\$25,000
2019	\$	\$	\$

Physical Location:

Employees work from their homes

Staff:

- 1 full time / 3 part time
- Executive Director – Annual Salary - \$1
  - Staff – Hourly Rates - \$16 - \$18



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Staff Needs: Digital Marketing Specialist  
Grant Writer

Organization type: Federal - 501(c)(3) - 82-2813683  
Arizona Nonprofit Corporation - 22190410  
NAICS: 51-9130 – Internet Broadcasting  
NTEE: B-Education

Demographic: Registered Charitable Entity - 50+1 States  
Business License – 1/50+1 states

**2019 Board of Directors**

Chairman Kanani Voegeli Chairman@ExtraCreditShow.org  
Director Jay Timbrel  
Director Carol Murray  
Director Chelyse Henderson

**Executive Staff – non-voting**

Executive Director: ChamBria Henderson [chambria@gmail.com](mailto:chambria@gmail.com)  
Finance Director: Katherine Jennings [ECS.Finance.Katy@gmail.com](mailto:ECS.Finance.Katy@gmail.com)  
Chief Editor: Ishmael Hall [ECS.Director.Ishmael@gmail.com](mailto:ECS.Director.Ishmael@gmail.com)  
Classrooms Director: Norma Barranca-Ayala [ECS.Director.Norma@gmail.com](mailto:ECS.Director.Norma@gmail.com)

Type of Board: Vested, Volunteer, Membership by election  
Length of term: One year – 01/01 – 12/31  
Meetings: Monthly via Zoom or email Update  
Communications: Email, Phone, Zoom, Polo  
Awards: The Extra Credit Show - February, May, August, November  
Teachers Have Class - Monthly  
Meeting packets: Dropbox, email (if requested)  
Financial Commitment: Personal Stretch \$\_\_\_\_\_  
Fundraising \$\_\_\_\_\_  
Time Commitment: Board Meeting - 1.5 hour (approx) per month  
Other: 1-2 hours per month, as necessary  
Termination: Two no call, no show / Three absences in a calendar year

**Advisory Board / Advanced Class Council**

An advisory board is a place where people can participate in the discussion and development of the organization without incurring the liability that goes along with being a board member. It is also a place where they can determine if participation on the board of directors is a good fit for them or not. An advisory board is an excellent place to develop leadership skills and prepare for or prove oneself capable of board membership. Members of the Advisory Board / Advanced Class Council may have leadership positions and counsel board members on various issues. However, they have no voting rights on any board matters. They may or may not be invited to attend board meetings as silent guests.



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## NEXT STEPS

If you have an interest in serving on **The Extra Credit Show** Board of Directors, please contact the person who gave you this information for an introduction to ChamBria Henderson, Executive Director and Host of **The Extra Credit Show**.

- A virtual meeting will be scheduled
  - You can ask questions about the organization, take a look at financial records, schedule time to meet the staff, etc.
  - During this time you will ascertain whether being a board member is a good fit for you. If so, you will be given the opportunity at the next regularly scheduled board meeting to meet with and be interviewed by the Chairman and board members.
  - A vote for your inclusion will be called and you'll be informed of the decision

Questions you may be asked during the interview might be:

1. What is your background and skill set you can bring to the board?
2. What are your interests, motivations, and aspirations for serving on the Board?
3. How passionate are you about K-12 education?
  - a. Public, Charter, Magnet
  - b. Private, Home, Online, Co-Op
  - c. Innovation, Education Reform, School Choice, Standards
4. Are you philosophically aligned with the ECS mission?
  - a. Law of Attraction – We have more of what we talk about
  - b. There are pockets of good education happening across the nation
  - c. All educational options/choices are valid
  - d. Innovation and competition are healthy for the American education system
5. Do you have any Conflicts of Interest the Board should be aware of?
6. What expectations do you have for board service?
7. How can you best advocate for the organization?
8. Will you be willing to participate on a committee? Which one(s)?
9. Are you willing to make a donation? Fundraise? At what levels?
10. Can you get along graciously with people who have a different ideology from yourself?



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Madam Chairman
Members of the Board of Directors

RE: Application for Board of Directors Membership

I am respectfully submitting my application for your consideration.

- I have an interest in serving as a member of The Extra Credit Show Board of Directors, for the 2019 term which is 01/01/2019 – 12/31/2019.
I have an interest in serving as a member of The Extra Credit Show Advisory Board – Advanced Class Council for the 2019 term which is 01/01/2019 – 12/31/2019.

I understand I will be interviewed by the current Board, a motion for inclusion will be made and a vote of the full Board will be taken. Approval requires a simple majority.

Name: Phone:

Mailing Address:

Email:

Business: Position:

Attach a photo and brief bio (Resume' or Curriculum Vitae is acceptable) which includes current and past community service and leadership positions, professional or otherwise. These will be posted to the organization's website.

Explain your interest in serving on the board:

Board Committee I'd like to serve on and Areas of expertise I can bring to the Board:

- Executive Committee
Finance/ Audit Committee
Governance Committee (Policy, procedures, adjudication, elections, perpetuation)
Marketing and Public Relations Committee
Advisory Committee / Advanced Class Council

Technology
Networking

Fundraising
Other

Social Media

Signature: Date: