

Board of Trustees Recruitment Letter 2019

Valley Forge Educational Services (VFES)—a 501(c)(3) organization based in Malvern, Pennsylvania—is seeking individuals interested in serving on its Board of Trustees (hereinafter “Board”). The mission of VFES is to prepare children and adults with special needs to realize their potential as contributing members of the community. To do this, VFES offers a variety of educational, clinical support, career-preparation, and employment services. You can learn more about VFES and its programs at the following websites:

- Valley Forge Educational Services <http://www.vfes.net>
- The Vanguard School <http://www.vanguardschool-pa.org>
- Summer Matters <http://www.summermatters.org>
- Customized Workforce Solutions <http://customizedworkforcesolutions.net>

The Board is responsible for governance of the organization. Members shape VFES current and future endeavors and hold fiduciary responsibility for the long-term well-being of the organization. The Board’s fiduciary duties ensure the effective management of the financial, physical and other assets of VFES, balancing the needs of current and future generations of children and adults who have or will benefit from its programs and services. The Executive Director of VFES is directly accountable to the Board, which sets and monitors annual objectives for him or her.

Additionally, the Board is responsible for the planning, establishment and perpetuation of strong leadership for the organization. It works in collaboration with the VFES Leadership Team to establish long-term strategies for VFES and its programs and services.

Trustees have a diverse professional experience in a wide range of areas including education, clinical, fundraising, business, finance and non-profit, thus possessing the skills required to fulfill the Board’s governance duties. Each Trustee participates in regular board meetings and serves on or leads one or more committees. These committees provide the structure for the Board to oversee its governance responsibilities. In addition to Trustees, committees are comprised of VFES staff and often members of the VFES community.

Committees under the Board of Trustees are:

- Executive Committee
- Development Committee
- Trustee Committee
- Finance/Audit Committee

The expectations of all VFES Trustees include embracing the VFES mission and vision, assisting with implementation of VFES Strategic Plan, contributing time and effort on an ongoing basis in support of the Board's work and directly supporting the development and fundraising efforts of VFES by assisting with cultivating, soliciting and stewarding donors and by making a pledge to personally contribute or secure a minimum donation of \$1,000 annually to VFES. Furthermore, VFES Trustees must serve as exemplary public representatives of VFES, contributing to the public awareness of VFES by attending special events and advocating on behalf of VFES.

In addition, and in accordance with PA state laws, all VFES Trustees must provide and maintain the following background clearances and submit copies to the Board Secretary:

- i. PA Child Abuse History Clearance (CY-113)
- ii. PA State Criminal Record Check (SP 4-164)
- iii. Federal Criminal History Check

VFES currently is seeking individuals with strong educational, clinical, fundraising and executive leadership skill sets to serve as VFES Trustees. If you are interested in a rewarding board experience servicing an extraordinary organization, consider becoming a part of the VFES Board of Trustees. Interested parties should send a short biography and contact information to Carol Redditt at caredditt@vfes.net. VFES maintains Directors and Officers Liability insurance policy covering all Trustees.