



Inviting Advisory Board Members

Rather than disseminating a blanket invitation to a meeting, consider having one-on-one conversation with the potential advisory board members identified and prioritized in Steps 1-3.

If someone at your school has a strong relationship with one of the potential members, consider asking them to make “the ask” of that potential member.

People always like hearing that someone thought highly of them. If you’re planning to approach someone that was recommended by others, be sure to let that person know they were “nominated.”

What are you asking them to do? Practice describing the role of Advisory board members and create a plan for what you will say:

Sample: “(School name) is in the process of transforming our school into a Community School. A community school is a school that partners with families and community organizations to organize community resources to provide programs and services at the school to support student and family development. We need some community leaders who can serve as our thinking partners as we make this transformation. We believe that you could be a valuable member of this board because: (see steps 1, 2 & 3 for reasons).”

Write your own “ask” here:

Be prepared to respond to questions like:

What they may ask:	How you might respond:
How big of a commitment is this? How much time will it take?	At first we will meet twice a month until the planning process is complete. After that monthly or bi-monthly
How long will the meetings last?	We can decide what works as a group. Usually between 1 and 2 hours at a time.
Will I only need to go to meetings?	It is our hope that you will identify ways in which you can bring your skills and expertise to the effort, but it is entirely up to you what you are able to do.
Will there be work in between meetings	At our first board meeting we will present you with a list of tasks for board members. You can decide then, or later, how involved you are able to be.
How long is this commitment	You can decide! We hope that the board will come together for one year terms, but once we begin working together we can see what feels right for all participants!
Do I have to decide now?	No! Please come to our first meeting on (date) at (time) at (place) and hear more about this work. You can decide then or sometime soon after!