



Board Member Prospectus

Mission

The Charlotte ToolBank serves community-based organizations by providing tools, equipment, and expertise to empower their most ambitious goals.

Vision

We strive to equip all communities with tools for change.

What is a ToolBank?

The ToolBank is home to a large inventory of tools and special event items including hammers, gloves, ladders, wheelbarrows, tents, tables, yard games, and more. Our inventory is available to charitable organizations for their mission-related projects. These organizations are vetted through an application process and pay a weekly handling fee of 5% of the retail value of each item borrowed.

Our library concept allows for the availability of both basic and specialized tools, as well as special event items, in large volumes. This guarantees that every organization is equipped with the tools they need to get the job done. ToolBank tools encourage charitable organizations to think big, perform larger, and tackle more ambitious projects for the betterment of our communities.

Who uses ToolBank tools, and why?

ToolBank tools are available to groups, including non-profit organizations, schools, faith-based communities, neighborhood associations and any group who aims to do good in their community. The ToolBank does not lend tools to individuals or for-profit purposes. Some of the most common projects performed with ToolBank tools include tree planting, park cleanups, and facility improvement projects. Our special event items are used for fundraising races, community engagement fairs, and celebrations honoring staff and volunteers. Access to ToolBank tools and special event items allows organizations to do more with less!

Roles & Responsibilities of the Board of Directors

Our role as a Board of Directors is to provide oversight, set policy, and develop resources to fulfill the ToolBank's mission. We commit to making reasonable and informed decisions in the best interest of the ToolBank and the organizations we serve.



ToolBank Board Structure

The ToolBank board consists of four officer positions, President, Vice President, Treasurer and Secretary, that comprise our Executive Committee. Board members may also lead or partake in various task forces throughout the year. These groups are formed as needed based on yearly strategic pillars and/or specific event needs. We operate with focus and agility to address the most pressing priorities for the organization. Historically, task forces have worked on ToolBank event planning, strategic planning and KPI alignment, fundraising, etc.

Personal Involvement and Advocacy

Personal involvement and commitment are critical pieces of being a board member at the ToolBank. This includes the areas outlined below.

Board Commitment and Participation

Board meetings are scheduled on the fourth Monday of each month from 6:00-7:30 PM ET. If there is a holiday on the fourth Monday of a given month, we will meet on the third Monday of that month. These dates are determined at the beginning of the year.

Additionally, our November board meeting is used as a Strategic Planning session, which will take place on the fourth Monday of November from 12:00 – 5:00 PM EST (in lieu of the regularly scheduled 6:00-7:30 PM ET meeting).

We expect board members to prepare for and actively participate in meetings, in-person or virtually. This may include doing research, planning, or other action items between meetings. We expect that board members attend a minimum of 75% of the meetings each year. Board members commit to follow and uphold the bylaws including board term limits. ToolBank board membership is a three-year commitment. Board members may serve for an additional three-year term following their first term.

Personal commitment and Involvement

Board members commit to bringing a minimum of one volunteer group a year to help at the ToolBank. They are encouraged to be present with ToolBank staff and volunteer on site as their personal schedule allows.

Advocacy and Support

Board members represent ToolBank through outreach and garner support by advocating our mission, accomplishments, and goals to the community. Further, they attend relevant events or functions to increase ToolBank's visibility in the community. Board members will invite organizations they are connected with to learn about membership at the ToolBank.



Financial Expectation

Fiscal responsibility allows our organization to continue critical operations. Board members play the following role in our financial picture:

Financial Oversight

Board members provide proper financial guidance by assisting with the development of the annual budget, internal financial controls, and external auditing processes (as needed). They also assist the board in carrying out its fiduciary responsibilities to include annual financial statement review.

Corporation and Foundation Networks

Board members utilize contacts through a variety of networks to develop institutional support and diversify the ToolBank's fundraising portfolio.

Annual Support

Board members are expected to contribute to the financial health of the organization for a minimum of \$1,000 per year. The Toolbank believes this can come in multiple forms. A board member may choose to give all or a portion of this gift or may choose to "get" a portion of this gift as a contribution from a workplace in the form of cash or in-kind donations.

Special Events

Board members actively participate in fundraisers to include, but not limited to, investing time, selling event tickets, securing sponsors and silent auction prizes, and providing in-kind donations.

Legal Responsibilities

Board members are responsible for upholding legal and ethical practices on behalf of the organization. This includes the three responsibilities below.

Duty of Care:

A board member owes the duty to exercise reasonable care when making a decision as a steward of the organization.

Duty of Loyalty

A board member must always act in the best interests of the organization.

Duty of Obedience

Board members are to be faithful to the organization's mission and manage donated funds in fulfillment of that mission while adhering to conflict of interest and confidentiality policies.



ToolBank's Commitment to our Board

The ToolBank supports the Board of Directors mission by upskilling new members and interacting with transparency, collaboration, and partnership.

An initial orientation experience will be provided to new board members, to include an overview of the organization, a walkthrough of the facility, and a connection with an existing board member to help answer questions as new board members join.

The organization will help board members perform their duties by keeping them informed about issues addressing financial/economic challenges, and other challenges for the ToolBank. ToolBank will offer opportunities for professional development as a board member. Board members and the executive director will respond in a straightforward fashion to questions that are necessary to carry out the fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith towards achieving our goals. If the ToolBank does not fulfill its commitments, the board president and executive director will be contacted to discuss the organization's responsibilities.

Desired Board Member Skills

As a board, we aim to be as diverse as the communities we serve and will always be a strong advocate for community support and engagement. The ToolBank is looking to add individuals with the following skills to our board.

Skills

IT/Technology
Human Resources
Logistics/Warehousing
Retail
Fundraising
Community Engagement
Sales and Marketing
Finance

How do I learn more about being a ToolBank Director?

Please complete our [board application](#) and we will contact you to set up a time to meet with a current board member. If you have any questions, please contact our Executive Director, Maureen Krueger at 704-469-5800 or maureen.krueger@toolbank.org

Thank you for your interest!



Meet your current ToolBank Board of Directors



Jordan Scarboro- President

Company: IBM

Member Since: 2023



Carley Rossi- Vice President

Company: Bank of America

Member Since: 2021



Brad Porter- Treasurer

Company: Deloitte & Touche LLP

Member Since: 2021



Chris Bartley- Secretary

Company: Campbell & Associates

Member Since: 2023



Tom Booms

Company: McGuireWoods

Member Since: 2019



Tim Clark

Company: Edifice

Member Since: 2024



Kevin Rodriguez

Company: TaxSlayer

Member Since: 2023



Natalie Williams

Company: Stanley Black & Decker

Member Since: 2025



Stephanie Stewart

Company: Deloitte & Touche LLP

Member Since: 2025