



MMCI Board of Trustees Position Descriptions and Responsibilities  
*Updated November 2023*

**MMCI BOT PRESIDENT**

**Role of the President per the MMCI Bylaws:**

The President shall be the principal officer of the Corporation and shall perform all duties incident to the office of president and shall, in general, supervise and be responsible for all of the business of the Corporation. The President shall have the following duties:

- (1) preside at all meetings of the membership and of the Board of Trustees;
- (2) sign, with the Secretary or any other designated member of the Corporation who is authorized by written resolution of the Board, any deeds, mortgages, bonds, checks or other instruments which the Corporation has authorized to be executed. If another provision of these by-laws or a statutory provision authorizes some other officer or agent of the Corporation to perform some duty, then such provision shall control;
- (3) sign, with the Secretary or any other designated member of the Corporation who is authorized by written resolution of the Board, any contracts or other instruments which the Board has authorized;
- (4) serve on the Lottery Committee; and (5) perform any duties as may be assigned by the Board. (MMCI Bylaws, Section III-7-a)

**President Position Description:**

The Board of Trustees manages all legal matters related to the operation of the charter schools, including, but not limited to: the charter agreement (contract) with Frederick County Public Schools, real estate agreements and negotiations, capitol improvements and major repairs to the facilities not covered by lease agreement, insurance policies, and contracts with outside vendors.

**Specific Duties of the President Include:**

- Preside over board meetings, promoting open communication among board members and encouraging diverse perspectives and informed decision-making.
- Manage stakeholder relationships as the public face of the organization.
- Serve as the liaison to the Frederick County Board of Education and Frederick County Public Schools.
- Spearhead advocacy, fundraising, and grant writing efforts.

- Lead initiatives for strategic growth and brand enhancement.
- Direct and manage a staff Bookkeeper and an Administrative Assistant, assigning and managing workload, conducting performance evaluations, and making staffing recommendations to the board of trustees.
- Oversee a team of 30+ volunteers, establishing working committees as needed.

**Additional Expectations for ALL Board Members:**

1. Be informed about MMCI's mission, services, policies, and programs.
2. Review agenda and supporting materials prior to board and committee meetings.
3. Serve on and support MMCI committees or task forces and offer to take on special assignments related to areas of expertise or passion.
4. Inform others about MMCI, its mission, and implement active outreach.
5. Keep up-to-date on developments in the educational field, particularly local, state, and national policies and regulations on Charter Schools.
6. Follow MMCI policies and procedures and lead by example.
7. Assist the MMCI Board in carrying out its fiduciary responsibilities, such as reviewing the organization monthly financial reports and contributing to the development of the annual budget.
8. Listen, analyze, think clearly and creatively, work well with people individually and in a group.

**Reference:**

- [MMCI Documents](#) - MMCI Calendar, MMCI Meeting Agendas and Minutes; Charter Documents, MMCI Bylaws and Organizational Chart; School Annual Report
- MMCI Board Membership Manual
- CCMPCS School Governance
- MVMPCS Governing Structure