

MMCI Board of Trustees

Updated 10/14/2021

Duties and Responsibilities of the Board of Trustees:

- (1) Encourages the development of public charter schools in Frederick County.
- (2) Proposes amendments to an MMCI school's charter;
- (3) Ensures compliance with the school's charter.
- (4) Negotiates terms and use of facilities on behalf of its charter schools, including loans or contracts for the purchase of a land or building for its schools.
- (5) Monitors any independent contracts necessary for implementation of Corporation programs.
- (6) Communicates directly with the chartering authority on behalf of all of its charter schools.

(MMCI Bylaws, Section II)

Board Member Expectations

1. Attend all meetings of the Board of Trustees, including the annual meeting, work sessions, and committee meetings as appropriate. Meeting formats may vary between virtual, in-person, and hybrid. BOT meetings are held the Wednesday of each month, except in November when the annual meeting takes place. The date for the annual meeting will be announced no later than the first week of October each year.
2. Check email daily Monday - Friday (Monday - Sunday for officers) and participate in email discussions and evotes.
3. Be informed about the MMCI's mission, services, policies, and programs.
4. Review agenda and supporting materials prior to board and committee meetings.
5. Serve on and support MMCI committees or task forces and offer to take on special assignments related to areas of expertise or passion.
6. Inform others about MMCI, its mission, and implement active outreach.
7. Keep up-to-date on developments in the educational field, particularly local, state, and national policies and regulations on Charter Schools.
8. Follow MMCI policies and procedures and lead by example.
9. Assist the MMCI Board in carrying out its fiduciary responsibilities, such as reviewing the organization's monthly financial reports and contributing to the development of the annual budget.
10. Listen, analyze, think clearly and creatively, work well with people individually and in a group.

Parent Trustee

Role of the Parent Trustee:

Each school is permitted three elected parent representatives to serve as members of the Board of Trustees. Parent trustees serve as ambassadors of MMCI within their school community, helping to provide understanding of the school's governing structure and the role of MMCI. Parent Trustees are active in areas of passion or expertise, with each trustee overseeing at least one current need on the board, as identified by the board as a whole. Needs may include, but are not limited to, fundraising, advocacy, diversity, communications, or community engagement.

Specific Responsibilities of a Parent Trustee

- Participates in BOT activities, including monthly meetings and work sessions, evotes and email discussions;
- Serves as a BOT liaison to school and MMCI level committees to provide support and guidance on MMCI policy and procedure and shares monthly updates on behalf of the committee;

- Supports MMCI Officers as requested; may be asked to take on specific projects or fundraising efforts related to areas of expertise, develop and/or maintain MMCI enrichment programs, attend public meetings with community organizations (FCPS, County Commissioners, Annapolis), and serve on committees of the BOT;
- Must be able to dedicate a minimum of 10 -15 hours/month for MMCI business, including preparation for and attendance at meetings and email monitoring.