

MMCI Board of Trustees Position Descriptions and Responsibilities

Updated 10/13/2021

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.

Specific Responsibilities of the Executive Committee:

The Executive Committee shall consist of the officers of the Corporation. The Executive Committee shall perform, as needed, the usual functions of the Board of Trustees in routine management of the affairs of the corporation during the intervals between meetings of the Board. The President shall inform the Board of all actions taken by the Executive Committee. The President shall call meetings as needed. The President shall preside and shall have a vote. *(MMCI Bylaws, Section III.8.c)*

Vice President

Role of the Vice President:

Each school will elect one Vice President to serve as an officer on the Board of Trustees. It is the responsibility of the Vice President(s) to:

- (1) perform the duties of the President in the absence of the President or in the event of his or her inability or refusal to act;
- (2) act as the primary liaison to the school that elected him/her;
- (3) serve on the Lottery Committee; and

(4) perform any duties assigned to him or her by the President or by the Board.

(MMCI Bylaws, Section III-7-b)

Vice 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. As the official liaison to the school for MMCI, the Vice President is responsible for oversight and communication with the Governing Council in regards to any legal considerations. The Vice President serves as a voting member of the BOT and a non-voting member of the Governing Council (except in the event of a tie vote when the VP casts the tie breaking vote), as well as a standing member of the Lottery and Executive Committees. The Vice President may serve on additional committees as requested by the President or Executive Committee; Current Vice Presidents serve on the Nominating and Facilities Committees at the request of the President. The Vice President is also a member of the School Leadership Team.

Specific Duties of the Vice President Include:

- Attends all BOT and GC meetings, work sessions, etc. and acts as the liaison between the two bodies;
 - 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.
 - Governing Council meetings are scheduled by each school. The MVM GC meets the first Monday of each month, the CCM GC meets the first Wednesday of each month, unless otherwise announced.
- Attends various BOT, GC, FCPS, and school community events as a representative of both MMCI and the school;
- Advises the Governing Council on matters related to MMCI policy or procedure;
- Responsible for submitting agenda items to the Governing Council agenda for requests and action items coming from the BOT;
- Shares inquiries and requests from the Governing Council to the Board of Trustees;
- Provides oversight of the implementation of the school's strategic plan, as applicable;
- Serves as the primary contact with the landlord regarding all matters of lease renewal, negotiations and, repairs, maintenance, etc.;
- Initiates discussions regarding lease renewals at the GC level and communicates GC intentions to the BOT;
- Coordinates facilities scheduled repair and maintenance;
 - Monitors the annual repair and maintenance schedule and informs the GC of needed action items;
 - Communicates with insurance agents and local authorities as needed to facilitate repair and maintenance needs;
- Leads the team preparing the Annual Report to the Board of Education, attends the presentation to the BOE by:
 - scheduling and attending planning meetings,
 - proofreading drafts of the report and presentation documents,
 - setting the timeline for approval at GC and BOT meetings,
 - attending the presentation to the BOE;
- Attends monthly leadership meetings with the School Leadership Team and the FCPS Charter School Liaison and reports on school specific topics of VP oversight;
- Checks email daily and is available to respond to emergencies during non-business hours.
- The Vice President must be able to dedicate a minimum of 30 hours/month for MMCI business, including preparation for and attendance at meetings and email monitoring.